



Hugo Middle School
300 North E Street
Hugo, Oklahoma
580.326.3365

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HMS 2020-2021

Virtual and Distance Learning Plan

In the event of a temporary school closure during the 2020-2021 school year, Hugo Middle School will provide rigorous standards-based distance learning opportunities focused on advancing students academically so they master learning target criteria listed in Oklahoma Academic Standards.

Hugo Middle School will provide Distance Learning opportunities for the scenarios listed:

- *School closures due to the COVID-19 pandemic*
- *Individual student quarantine*

During this time all middle school students will be responsible for choosing a virtual or non-virtual option for their continued education. Teachers will be responsible for maintaining lessons and instruction virtually and non-virtually. Teachers are also responsible to track students' attendance and progress as if they were in a traditional school setting.

Purpose

To provide meaningful instruction via online and home-based learning materials to maintain an educational experience for all students who cannot attend in person due to COVID-19 exposure.

Technology

For students who need the technology to be successful during virtual and distance learning the school may provide the following:

- Chromebooks can be checked out from classroom carts on an as-needed basis.
- Personal hotspots will be checked out to those in need of internet services during a school closure.

Instructional Guidance (will be OAS focused)

Virtual Students

Students who choose the virtual option are still Hugo Middle School students and, as such, may participate in extracurricular activities.

The student and his/her guardian will discuss the process and expectations of the virtual learning option during an interview. Once the student has completed the interview process and chooses this option they will be enrolled as a virtual student, have a schedule built, and be given access to their course materials in Acellus, an online learning platform.

Accountability – Students will be required to complete daily rigorous graded assignments for which they will earn grades and credits. **Students are required to spend no less than 45 minutes in each subject assigned on Acellus, completing as many lessons as possible during this time.** Students are required to check their emails at least twice per day, once in the morning and once in the afternoon.

Attendance – Students attending school virtually will be required to spend an **equivalent** amount of time with their studies as they would if they attended class face-to-face. **Students are required to spend no less than 45 minutes in each subject.** Attendance will be verified electronically twice per school day to ensure that students spend adequate time on Acellus lessons.

Scheduled teachers will average all daily grades earned by the student during their 45 minutes of work on lessons. Teachers will also contact the students on their rosters at least once per week to ensure that the students are successful in the virtual classroom.

Mandatory Weekly Virtual Meeting - Students are required to participate in the weekly virtual meetings via Zoom every Thursday at 11:00 with Mrs. Smith, school counselor. Attendance will be taken during this time. Zoom meeting information will be sent on Wednesdays via email.

Benchmark assessments – Virtual students will take their benchmark assessments at appointed times while there are no other students in the building. Appointments for the beginning, middle and end of year benchmarks will be set up by the administrators.

Individual and Whole School Distance Learning

Teachers will use in-class time to instruct and direct students on the policies and procedures for distance learning. Students will periodically practice mock “virtual days” to become acquainted with the process of distance learning.

Instruction will be provided via online instruction and home-based learning packets. Each teacher will develop instructional plans for their classrooms that will provide standards-based activities both virtually and non-virtually. The focus will be on teaching

essential standards that will help students maintain forward progression throughout the school year. Instruction will provide opportunities to improve all instructional skills in all subject areas with a strong focus on reading and writing skills.

Teachers will use their faculty pages on the [Hugo Middle School](#) Webpage to relay information and instruction to students using Google Suite, Zoom, school provided educational software, as well as any other resources that are deemed beneficial to the students.

- Distance learning assignments and check-in (adhere to school calendar):
 - Teachers post assignments by 8:00 a.m. on Monday.
 - Students check in twice daily (morning and afternoon).
 - Daily assignments are due at the teacher's discretion.
- Accountability - attendance and grades are impacted.
 - minimum of two grades per week
 - weekly assessments to assess mastery of standards
- Intervention will be provided for students who do not master the standards being taught.
- Zoom or Google Meets at least once per week.
- Train students to use the online tools that will be utilized.
- Teachers may create instructional videos to teach a lesson just as they would in the traditional classroom and post for student use.
- Monday or Thursday will be used for review and/or remediation.
- Students who choose learning packets will have 24-48 hours to retrieve items they need from the building.
- Learning packets must be submitted by Thursday at 3:30 p.m.

Learning Packet Pickup and Drop Off

Packets can be picked up and dropped off at the front office of Hugo Middle School. This can be done between the hours of 8:00 a.m. to 4:00 p.m. If you are unable to pick up learning packets, please notify the teacher via email or the office at 580-326-3365, and we will have this mailed to you.

Resources

[Hugo Middle School](#) Faculty Pages

[Study Island Login](#)

Exact Plus

Alpha Plus

Google Classroom

Google Email

Google Meet

Zoom

[Newsela](#)

[Khan Academy for Teachers](#)

Most resources require login and passwords. If you do not remember your login information, call the office at 580-326-3365 for assistance.

Parent Guidance

Learn how to maximize your child's at-home learning time by following these tips for families:

- 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.
- Emphasize that learning will continue even though it is not occurring in the normal setting.
- Emphasize that student's work will be graded and count toward their grade point average.

School Meals

Grab-and-go breakfasts and lunches will be provided by the school during a school closure, individual distance learning, and virtual learning. Call the school office to discuss meal pickup options.

Special Services

Access to special services and special services teachers will be provided to those students that require them. Teachers of students with special needs must act proactively to assist classroom teachers in meeting the needs of students and providing services for students.

School Guidance Counselors

If a student is in need of counseling services, Christina Smith, will be available during normal school hours to communicate with students through Zoom, phone, or email. After hours she will be available via email.

If an extreme situation occurs she will be available for home visits.

Contact Information

Principal

Veta Massengale

Cell 580-579-4508

Email vmassengale@hugoschools.com

Best method of contact is text or email

Dean of Students

Chris Scott

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Best method of contact is text or email

Counselor

Christina Smith

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Email csmith@hugoschools.com

Administrative Assistants

Suzanne Clapper

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Faculty pages at [Hugo Middle School](#)