

# 7-12 Virtual Instruction Procedures

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## Students with Internet Access

- Using links, passwords and PIN numbers provided by your teacher, log into each class period at the schedule start time each day of school, Monday through Thursday.
- Your teacher will provide daily instruction including, but not limited to reviews of material previously presented, introductions of new materials, practice problems, projects, group discussions, assignments and assessments.
- Attendance will be taken each day.
- Absences will accumulate as described in the student parent handbook
- Failure to join the class on time may result in a tardy.
- Behavior referrals and disciplinary consequences shall be issued for inappropriate conduct as determined by the instructor and as described in the student parent handbook.
- Teachers will indicate which assignments and assessments will be graded
- All grades issued during virtual instruction shall be part of the student's final semester grade
- Attendance and grades shall also be included in determining student eligibility for participation in extracurricular activities as described in the athletic handbook and in accordance with the MSHAA guidelines
- Attendance and grades shall also be included in determining a student's final A+ status
- Teachers shall be available by phone, email, and virtual meeting, Monday through Thursday, 12:30 to 4:00 p.m., by appointment for individual or small group assistance.
- Teachers will provide students with instructions and procedures to schedule appointments as needed
- All applicable policies, rules, and procedures in Adopted Board Policy and the Board approved Student Parent Handbook will be enforced.

## Students without Internet Access

- Students with daily access to a cell phone or home phone (*long distance charges may apply*) may be provided with a local Stoutland phone number to call in and join each period of instruction though audio only. Please call or email your teacher to see if this is an option. This option will be provided at the discretion of each individual teacher. Individual teachers will determine if their content can be effectively delivered via an audio only option.
- Each day beginning the Tuesday, October 13, the morning bus will drop off USB flash drives as needed and determined by the individual teacher, for each class.
- USB flash drives, as may be appropriate for each of the student's class periods, may contain, but not limited to, a recording of the prior days virtual instruction including assignments, assessments or other work required of the student.
- Beginning Wednesday, October 14, as instructed by the teacher, students shall return to the morning bus driver, all USB flash drives requested by each teacher.
- Students are responsible for meeting the bus at the scheduled time the bus makes its usual stop.

- Failure to meet the bus each morning to pick up and/or return USB Flash Drives may result in an absence assigned for each class that day.
- Your teacher will provide daily instruction including, but not limited to reviews of material previously presented, introductions of new materials, practice problems, projects, group discussions, assignments and assessments.
- Attendance will be taken each day.
- Attendance will be based upon daily audio participation or pickup and/or return of USB flash drives each morning bus stop or return of the of USB flash drives as required and communicated by each individual teacher.
- Absences will accumulate as described in the student parent handbook
- Behavior referrals and disciplinary consequences shall be issued for inappropriate conduct as determined by the instructor and as described in the student parent handbook.
- Teachers will indicate which assignments and assessments will be graded
- All grades issued during virtual instruction shall be part of the student's final semester grade
- Attendance and grades shall also be included in determining student eligibility for participation in extracurricular activities as described in the athletic handbook and in accordance with the MSHAA guidelines
- Attendance and grades shall also be included in determining a student's final A+ status
- Teachers shall be available by phone, email, and virtual meeting, Monday through Thursday, 12:30 to 4:00 p.m., by appointment for individual or small group assistance.
- Teachers will provide students with instructions and procedures to schedule appointments as needed
- All applicable policies, rules, and procedures in Adopted Board Policy and the Board approved Student Parent Handbook will be enforced.

## Morning bus stops for delivery of meals, USB flash drives and pick up of USB flash drives

- Students/parents who desire that meals be delivered shall call or email the Director of Food Service and request delivery no later than Monday, October 12, 8:00 a.m.
- Food Service Director, Tara Brown by email [tarabrown@stoutlandschools.com](mailto:tarabrown@stoutlandschools.com) or by phone call (417/286-3711 Ext 906); please leave a message when you call.
- Your email or call requesting meal delivery must include student(s) full name, grade level and complete address.
- Upon request for meals as outline above, beginning Tuesday, October 13, morning bus drivers will deliver 7-12 students three meals including breakfast, lunch and an afternoon super snack.
- Morning routes will run their same routes with each stop occurring at approximately the same time it arrived prior to the beginning for the current 7-12 virtual instruction session.
- Students should expect some variance in the time of arrival on the first morning due to the increased number of stops for students who previously drove to school each morning.
- After the first morning, Monday, October 12, buses should arrive at approximately the same time each day with a variance of plus or minus 10 minutes for unanticipated delays in distributing food and instructional materials each morning.
- Students are responsible for meeting the bus each morning at the designated time to receive meals and USB Flash drives.
- Bus drivers will not make return trips to deliver meals, USB flash drives or pick up USB flash drives, should the student fail to meet the bus each morning.
- Students or Parents may email ([begleyc@stoutlandschools.com](mailto:begleyc@stoutlandschools.com)) or call (417/286-3711 Ext 340) the Transportation Director, Cindy Begley for approximate morning bus stop times. When calling, please leave a message with the student(s) full name and complete address.

## Students who do not have their assigned Chromebook at home

- Please call (see directory below) or email your Pride Time teacher to arrange to pick up your Chromebook if you do not have your Chromebook at home.
- Please include the student(s) full name and grade level.
- Failure to pick up your Chromebook no later than 4:00 p.m., Tuesday, October 13, may result in unexcused absences, disciplinary consequences and/or lower or failing grades for late or missing assignments during the virtual instruction session.

## Daily Instructional Schedule for Virtual or Audio Only Participation

Virtual 7-12 Instructional Schedule		
Period	Start Time	End Time
1st	8:00 a.m.	8:30 a.m.
2nd	8:35 a.m.	9:05 a.m.
3rd	9:10 a.m.	9:40 a.m.
4th	9:45 a.m.	10:15 a.m.
5th	10:20 a.m.	10:50 a.m.
6th	10:55 a.m.	11:25 a.m.
7th	11:30 a.m.	12:00 noon

## 7-12 Staff Directory

<b>Stoutland R-II 7-12 Staff Directory</b>							
<b>Dial (417) 286-3711 - Enter the extension at any time.</b>							
<b>EXT</b>	<b>Last</b>	<b>First</b>	<b>Title/Position</b>	<b>EXT</b>	<b>Last</b>	<b>First</b>	<b>Title/Position</b>
340	Begley	Cindy	Director of Transportation	802	McNabb	John	Principal
133	Bench	Janita	Librarian/Technology	401	Morgan	Kelly	High School SPED
906	Brown	Tara	Director of Food Service	904	Newell	Ben	Bus Barn
601	Combs	Brian	Social Studies	606	Nicholson	Alex	Business
501	Crane	Chris	Language Arts	701	Nicholson	Joe	Science
208	Delcour	Karen	7th - 8th Computers	342	Rieke	Jaime	Director of Federal Programs
702	Dittman	Bryan	Science	420	Robison	Dayton	Weight Room
107	Foltz	Amanda	Nurse	502	Salsman	Melissa	MS Math
410	High School Gym		Gym	704	Sein	Rebecca	Music/Band
908	Kitchen	Cafeteria		115	Shaw	Mona	AD
137	Larkin	Jay	SLC	103	Stamper	Angela	Counselor
302	Laughlin	Shelly	Junior High SPED	801	Stockton	Chuck	Superintendent
131	Library Circulation Desk		Library	602	Sutton	Arielle	Language Arts
703	Lowrance	Kyra	HS Art Room	142	Sylvester	Jason	SRO
903	Lowrance	Zane	VoAg	421	Weight Room		
				303	Wyatt	Thomas	Social Studies