# Best Practices

AN INTRODUCTORY PRIMER

# A Basic Framework

We went by a few basic premises in our decisions:
- Keep things as simple as possible
- Minimize the stress and anxiety students, parents, and staff would face
- Make it as versatile as possible
- Develop a routine that will not be shifted around with possible changes
- Ensure we have proper communication and training on the framework that is developed

# Structure

- Families may choose if their students will be attending school in an "All-in" or an  "All Virtual" mode
  - Our "All-in" mode will include students who are attending virtually
  - Virtual students will attend class via the internet during their scheduled class time
- All students, regardless of mode, will attend classes four (4) days per week; a fifth day is reserved for tutoring and office hours

# Structure

- There are 9 class periods
  - 40 minutes in length
  - The passing period is broken into two 3-minute sessions
    - No lockers will be used to reduce hallway congestion and eliminate a natural congregation point for students
    - Backpacks can be used to facilitate students carrying as much of their supplies and internet devices as possible
    - When students and not in their 3 minute passing time, they will have 3 minutes to socialize in their classroom

# Structure

- Virtual students must be in their uniform shirt and be visible unless there is a valid technical reason
- If/When we are not allowed to be in school, the "All-in" model then becomes a fully virtual model without any changes to the schedule
  - Develops a routine and creates less stress due to lack of changes

# Classroom Functions

- All teachers/students will use the Google Suite
  - Stream will be used to post announcements and for class chats
  - Classwork will be used to post assignments and assessments
  - Grades will be automatically be transmitted from work graded in Classwork
  - Google Meet will be used for all class video broadcasts

# Classroom Functions

- Every effort to minimize the transfer of paper is to be made
  - Post as many assignments as possible online and they are to be submitted electronically
  - Assignments should be submitted electronically
- Every effort should be made to minimize copying of student work
  - Pictures of assignments should not be accepted unless there is no other way to do it
  - Use Turnitin.com for the submission of any assignments where student responses are writing in sentences to discourage and find plagiarized assignments

# Classroom Functions

- Teachers are asked to minimize the multitude of software/websites they use
  - Creates stress and confusion for parents and students when everyone is using different platforms
- Training will be done for the faculty, staff, and students
  - All training material will be posted online to be used by faculty, students, and parents should they need to refer to it