BENTON HIGH SCHOOL
READY FOR LEARNING PLAN
2020-2021

For the 2020-2021 school year, BHS students will be classified as Traditional/Onsite or Virtual.

TRADITIONAL/ONSITE:
Traditional/Onsite students are those who will attend school everyday (except for the first 2 weeks or as directed by those authorized to make changes). If a traditional/onsite student has extended absences or needs to be quarantined, they will remain classified as a traditional/onsite student but will receive their instruction in the same manner as virtual students while out of school.

VIRTUAL:
We will make every effort to accommodate our virtual students to ensure that the learning process will continue to meet the high expectations that we have for all of our students at BHS. In order for the virtual experience to be successful for all, there are certain expectations that must be met by teachers and students. This document will lay out the expectations for all parties to ensure a smooth transition to the virtual classroom and, in the event that a student comes back on campus, back to the traditional classroom.

Expectations for Teachers:

1. **Google Classroom** - The platform that we will use to deliver content will be Google Classroom (GC). We will equip all teachers with the necessary skills to deliver a good product in a timely manner to ensure consistent delivery of content and assessment.
2. **Attendance** - Attendance will be taken daily through a Google Form. Virtual students must complete the Google Form before the start of class the next day in order to be counted present for that day. For example, if Johnny submits the Monday Daily Attendance Check Google Form for the by the start of class on Tuesday, he will be counted present for Monday. Teachers will fill out a Google Form on Tuesday afternoon (sent by Jenna Hooks) for their virtual students attendance on Monday. Students who are involved in extracurricular activities will need to answer the bell ringer on the day of their after-school activity (rather than the next day) in order to participate. Coaches/Directors will be responsible for checking their attendance.
3. **Recording Instruction Daily** - Teachers will be required to record the delivery of new content via Loom for each different class they teach. This software will allow teachers to deliver new content wearing a wireless microphone, only recording audio from the teacher's voice and video from the SMARTBoard. This should minimize in-class noise while allowing the virtual student to visualize what the teacher is referencing during instruction. Teachers will be required to record the delivery of new content or anything else deemed necessary for virtual students to complete assignments.

4. **Uploading Instruction Daily** - Teachers will be required to upload the above recordings to GC every day prior to leaving campus. Teachers will be trained on this and will be given access to tutorials if help is needed. Teachers will be able to upload one recording to multiple GCs if they teach more than one section of the same class. Record once… upload to multiple GCs of the same course. Once the recordings have been created, teachers will have the option to reuse the same recordings in future semesters if applicable.
5. **Uploading Assignments Daily** - Teachers will be required to upload all assignments to GC. Therefore, all paper assignments (worksheets, tests, projects, etc.) must be converted to digital format. Paper will still be allowed for your in-class students, but in order for your virtuals students to access this, it must be in a digital format in order to be uploaded to GC. Specific deadlines must be clearly communicated, as to minimize confusion.
6. **Grading** - Teachers will be expected to grade assignments and post feedback, when necessary, on GC. Teachers will be expected to use their professional judgement as to how often to give feedback to students. Teachers will be expected to enter grades into TAC at a minimum once a week, preferably on Friday. We are asking that all of our teachers post/report grades in the same manner.
7. **Communication** - Teachers will be expected to attempt to communicate with virtual students on a regular basis. All BHS teachers will use email as their first line of communication with students. However, Google Meet, GC feedback, email, Remind 101, and virtual meetings are some other ways that teachers can communicate with virtual students. In the event that a student reaches out to the teacher first, we expect teachers to respond within 24 hours. We do not expect our teachers to be available to virtual students during class, lunch, meetings, or duty. Teachers can use time before school, after school, or during their prep period to respond to student emails. We are also requesting that teachers restrict their time communicating with students from 7:00 a.m. until 5:00 p.m. Monday through Friday. Please be consistent with this so that our students and parents will not expect our teachers to be available 24/7.

Summary for Teachers
1. **Create** a GC for each class. (Clean and easy to navigate, just like your physical classroom.)
2. **Create and upload** a Google Form for every class each day to check attendance. At the end of the following school day, **respond to** Jenna's Google Form for those students who did not submit the Bell Ringer.
3. **Record** your instruction using Loom. Don't forget your mic!
4. **Upload** the recordings for each class to GC.
5. **Upload** assignments (with deadlines) for each class to GC.
6. **Grade** assignments and provide feedback on GC in a timely manner.
7. **Communicate** with students via email on a regular basis.

Expectations for Virtual Students:

1. **Daily Announcements/School Wide Information** - Virtual students will be expected to visit the Benton High School web page for important information from BHS administration/counselors, outside vendors (senior rings, school pictures, graduation supplies, etc.) or other information specific to all students. Virtual students are also expected to check their email and HAC *each day*. **Email** will be the first line of communication with teachers and HAC is where students can stay up to date on their grades.

2. **Google Classroom** - Students will be expected to log in to Google Classroom for each class **daily** to receive their content and assignments.

3. **Attendance** - Students will be expected to log in to Google Classroom for each class daily and complete the Daily Attendance Check Google Form in order to be counted present for each class. This must be submitted before the start of class the next school day.

4. **Using Technology/Internet Access** - Students will be expected to be able to manipulate all necessary technology required for success in class. In the event of a technology or internet access issue, students will be expected to reach out to the appropriate resource as soon as possible to receive instruction as to what necessary steps must be taken to resolve the issue. In general, the virtual classroom teacher should be the first reference regarding issues. If needed, the tech department or an administrator can assist the student to help resolve the issue. All virtual students are expected to have reliable internet access, however we do understand that issues may arise and we will do everything possible to solve this issue quickly. For attendance purposes, you must make contact with the BHS Main Office at 501-778-3288 on the day the issue arises.

5. **Grades** - All virtual students will be expected to abide by the deadlines set forth by the classroom teacher. In the event that an assignment is turned in late, our Late Work Policy, which is the same for traditional students, will be in effect. If the student has questions regarding their grade, it is expected that they reach out to their teacher.

6. **Communication** - Virtual students will be expected to communicate with their classroom teacher on a regular basis. Email will be the first line of communication with teachers. However, Google Meet, GC feedback, Remind 101, and virtual meetings are some other ways that students can communicate with their teachers. Students can expect to get a response from teachers within 24 hours. Please keep this in mind when reaching out to teachers. We do not expect our teachers to be available to virtual students during class, lunch, meetings, or while on duty. The teacher contract day is from 7:20-3:20. Teachers have been asked to respond during these contract hours, but not before 7:00 a.m. and not after 5:00 p.m.

Summary for Virtual Students

1. **Visit** the BHS web page for important information daily.
2. **Log in** to GC for each class daily.
3. **Submit** Google Form for attendance purposes daily.
4. **Contact** appropriate staff regarding technology issues.
5. **Submit** assignments in a timely manner.
6. **Communicate** with teachers via email regularly.

Transition to 100% Off-site Learning:
- Students and teachers will continue to utilize the same instructional platforms used during on-site instruction.
- Teachers may schedule virtual conferences to meet with their classes at the time of the scheduled class.
- All students will be expected to follow the expectations set forth in the virtual student expectation section.