<table>
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<tr>
<th>Guideline Focus Area</th>
<th>Purpose</th>
<th>Platform Tool Options for communicating with students and parents</th>
<th>Teacher–Student Contact or other information</th>
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| **Instruction**     | Lesson Delivery and Assessment | ● Beginners  
  ○ Email: Paper-Pencil  
  ○ Google Classroom  
  ○ Class Dojo  
  ● Intermediate  
  ○ Google Classroom  
  ○ Class Dojo  
  ○ Shmoop (Grades 3-12)  
  ○ Q Communications: Paper-Pencil | **Lesson Delivery** will take place a minimum of 2 times per week – **Recommend 3 times per week.**  
(May or may not be “live virtual interaction”. May be a previously recorded teacher video.) |
| **Gradebook**       | Progress Monitoring | Utilize Current Gradebook System  
  ● Q Gradebook (secondary)  
  ● Illuminate Gradebook (elementary)  
  ● Google Sheet Gradebook  
  ● Shmoop Gradebook  
  ● Paper-Pencil | **Office Hours** will take place at a minimum of 1 time per week – **Recommend 2 times per week.**  
(Zoom, Google Hangout Meet, Google Voice, Email, etc.) Does NOT require video interactions. |
| **Temporary Grading Policy Options** | **Pass/Fail** | D or F students only |  |
|                     | **Traditional** | For A, B, or C students |  |

**Live Interactions Section**

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<th>Live Interactions</th>
<th>Best Practices</th>
<th><strong>Live Interactions Section</strong></th>
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</table>
|                   |                | ● Zoom  
  ● Google Hangout Meet | ● Set norms with students  
  ● Share codes privately, not publicly  
  ● Utilize privacy options  
  ○ Change background to virtual options to provide privacy  
  ● Be mindful of professional conduct standards. |