

Whole-Class Virtual Instruction (WCVI) Assignments

In accordance with school partner expectations, additional training may be necessary. The school district determines all Educator expectations, including but not limited to meetings with facilitators, parents, and district administrators.

WCIV Communication with the Classroom Facilitator

When Fullmind Educators accept a Whole-Class Virtual Instruction (WCIV) assignment, a strong partnership with the school's classroom facilitator will be vital to the overall success of the program service.

Strong and frequent communication is vital for effective instruction and classroom management to take place each day.

- Educators and facilitators are welcome to share personal information as appropriate to communicate throughout the day. All communications should be kept professional and solution-oriented for the best interest of all students.
- Educators and classroom facilitators should reference the [Educator-Facilitator Relationship Guide](#). For any concerns about the educator/facilitator relationship please email the [Academics Team](#).

WCVI Communication with Students and Families

It is important that all communication takes place through the **program-specific email** provided during the length of the program to ensure the safety of Educators and students.

- Educators should not share personal contact information with students or ask for personal contact information from students.
- Questions from parents and students regarding grades or curriculum should be answered based on the school district policies and protocols.
 - Reach out to the designated program's point of contact with any concerns or support for how to best answer challenging questions.

WCVI Educator Attendance

Educator attendance for WCIV assignments should follow the outlined expectations as outlined in the Attendance section of the manual.

WCVI Sub Plans

If you are requesting a substitute in advance for a day you are scheduled for sessions, the following protocol must be completed for approval:

- A request for approval must be submitted **at least 2 weeks before** your requested day off.
 - The email requesting a substitute should be sent to your school supervisor, classroom facilitator, and CC' the [Academics Team](#) and contain the following information:
 - ⇒ The day(s) you will be unavailable
 - ⇒ The sessions you will be missing in your absence
 - ⇒ Your plan for providing instruction to students during your absence

Before your teaching assignment begins, planning for unplanned absences is essential.

- Two sets of sub plans must be created and be kept in case of an emergency.
 - A digital folder of emergency lesson plans should be shared with the Classroom Facilitator.

WCVI Fire Drills and Lockdowns (when applicable)

In the event of a drill or an emergency, Educators should remind the students to stay calm and follow the directions of the facilitator. It's important to wait for the facilitator to communicate with you–Do not text or call the facilitator to ensure the safety of the facilitator and students.

Emergency Type	Educator Action
Fire Drill	• Remain present in case the class comes back and is ready for instruction to begin again.
Lockdown	• Immediately ask the facilitator to turn off the interactive flat panel display so you cannot be seen. • Turn off your camera and microphone but remain present for when the class is ready for instruction to begin again. • If you hear anything that would make you believe this is a true emergency, please call 911 and alert the authorities that a lockdown has taken place at the school.

WCVI Grading Policies

In accordance with our school partners' expectations, Fullmind educators are responsible for tracking student progress through the implementation of formative and summative assessments to complete Marking Period Reports when needed, as determined by the district marking period calendar.

- Grades should remain confidential and only shared with students and families through the district's learning management system.

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- If the school district does not provide you with their grading system and method for collecting data, we strongly encourage the use of Fullmind's suggested gradebook.