Diman Regional Vocational Technical High School

ACADEMIC TEACHER EXPECTATIONS

In order to afford all students the opportunity to a complete academic experience, we are asking that academic teachers complete the tasks listed below. This will help Diman meet the required educational hours expected by the Department of Education while also maintaining the structure of a regular school week. These requirements will remain in place throughout Diman's building closure.

☐	Check Diman email Monday- Friday and at least three times a day.
☐	Respond to all Diman email within 24 hours.
☐	Create and utilize Google Classroom for every section taught.
☐	Complete the Google Form emailed from administration on 3/16/20. This will help maintain a master list of all Google Classes.
☐	Contact parents of students who do not sign up for the necessary Google Classroom sections. Please copy the appropriate assistant principal in these emails.
☐	Create assignments with special education modifications and accommodations in mind.
☐	Contact liaisons with specific special education questions on an as needed basis.
☐	Scheduled IEP team meetings will occur in a virtual environment. Remain in contact with Mrs. Pacheco regarding these meetings.
☐	Maintain open and frequent communication with parents.
☐	Enter routine grades in ASPEN in a timely manner.
☐	Enter and post grades as published in the Diman calendar (senior mid-term grades due 3/26/20).