Digital/Tech Contract Requirements

1. FACTS SIS (RenWeb) will be updated to reflect the current information for the parents.
   a. Homework is to be current by 4:00 on the day of the assignment
   b. Tests must be placed in the Curriculum Trak Homework section at least 3 school days before the test is given. If the test date is changed, it must be updated in Curriculum Trak. Weekly emails do not take the place of this requirement.
   c. If a test is going to be given earlier than originally scheduled, there must be at least two school days' notice in the homework section of Curriculum Trak.
   d. Large projects must be entered into the Curriculum Trak Homework section at least 10 school days before it is due. The project or report deadline must be repeated in the Homework section of Curriculum Trak at a minimum every 2 school days. Do not put the project information on every day for weeks or months at a time. This creates information overload and it causes the information to be ignored.
   e. Grades for regular tests, quizzes, and homework are to be entered within 3 school days of the due date on FACTS (RenWeb). Grades for projects are to be entered within 6 school days of the due date on FACTS (RenWeb).
2. Google Classroom (Required for all grade levels)
   a. Google Classroom announcements do not replace the need for information to be placed in the Curriculum Trak Homework section.
   b. Google Classroom assignments must be utilized in every grade level (kindergarten/elementary)/class (middle/high school). This must include more than just a study guide or a spelling list.
   c. If you choose to place a required time on the assignment, that time may not be set for a time before the start of the assigned class period.
3. Google Drive
   a. All documents, slides, forms, etc. on a teacher's computer must be saved on their Google Drive.
   b. All new documents created for the classroom must be created in the Google Docs ecosystem.
   c. All teachers must use their Google Drive.
4. Quizlet (all grades)
   a. All grade levels 1st-12th must utilize Quizlet in their classroom.
   b. Quizlet sets must be created for all subjects/classes.
   c. Teachers must have a Quizlet account that contains all the Quizlet sets they have created. They may not rely on students to create and share Quizlet sets amongst themselves.
   d. Teachers must ensure that all students in the class have joined the teacher's Quizlet class(es) at the beginning of the year.
5. Socrative and Google Forms (all grades)
   a. Elementary teachers are to use Socrative or Google Forms to administer at least a portion of the quizzes and tests for their class.

    b. Middle/high school teachers are to use Socrative or Google Forms to administer all quizzes and tests for their class(es).
        i. All work for middle and high school math quizzes and tests should be shown on paper. Students are to turn in the work, and the teacher should file the work for future reference. This will also apply to certain English grammar quizzes and tests.
        ii. Bible verse quizzes for middle and high school classes should be written on paper.

6. Kahoot or Quizlet Live (all grades)
   a. Teachers will utilize Kahoot, Quizlet Live, or other computer-based games periodically for review.
7. Chromebooks
   a. Chromebooks must remain charged and ready to use each day.
   b. Chromebooks are to be used to enhance the learning environment in the classroom.
   c. Chromebooks are not to be used only during free time to play games or fill time.
   d. 6th-12th grade teachers should instruct students to close their chromebooks in class when not being used for a class activity/assignment.
   e. Teachers should have students' chromebook screens in sight while in use. This requires the teacher to move around the classroom/stand behind students while teaching and/or while students are working on classwork/homework and taking quizzes and tests.
8. Curriculum development
   a. Teachers will post lesson plans and homework to Curriculum Trak by the night before the school week begins (www.curriculumtrak.com).
   b. Teachers in all elementary grades will develop their new curriculum maps for each subject matter on the following schedule:
      i. Math and social studies in the 2020/2021 school year
      ii. English, reading, and spelling in the 2021/2022 school year
      iii. Science, health, and Bible in the 2022/2023 school year
   c. Teachers in middle and high school will develop their new curriculum maps on the following schedule
      i. 6th, 9th and 12th grades in the 2020/2021 school year
      ii. 7th and 10th grades in the 2021/2022 school year
      iii. 8th and 11th grades in the 2022/2023 school year
   d. Teachers teaching non-core subject matters
      i. Elementary music 2020/2021 school year
      ii. High school electives and PE 2021/2022 school year
      iii. Computer 2022/2023 school year