



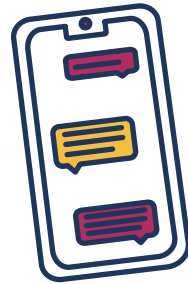
ADMIN CHECKLIST: Back-to-School Survival

It's never too early to start planning for back-to-school. We've put together a checklist to help you prepare for the year ahead – mapping out guidelines and expectations for your teachers and staff.



ESTABLISH & SHARE ONLINE LEARNING GUIDELINES

Do you have safeguards in place to ensure academic integrity? How will your staff communicate with students who aren't submitting assignments? What is your grading policy? By setting and communicating guidelines, you can help answer these questions.



DISCUSS COMMUNICATION GUIDELINES

Should your teachers communicate with students via phone, text, call, email, or video chat? Set guidelines to help them navigate how to communicate and the ideal response time.



SEND A SURVEY

Asking your teachers & staff for feedback can make all the difference. Ask them to list their greatest concerns, priorities, and any help needed for the year ahead.



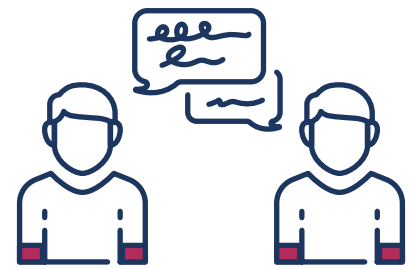
MEET WITH YOUR STAFF

After sending a survey or getting their feedback, meet with your staff to address any concerns and set expectations.



DISCUSS TRAINING SCHEDULES

It's important that your staff feels prepared and confident to teach online, so make sure you allocate time for them to train, learn new systems, and develop their skills.



HOST REGULAR CHECK-IN MEETINGS

Build a communication cadence with your staff to provide updates and foster open dialogue and collaboration.

Visit [FlexPointEducation.com/Resources](https://flexpointeducation.com/resources) for additional resources to help you launch, maintain, or elevate your online learning program.

