# UTVA HS Instructional Policy

Instruction on a regular basis in each course, each teacher will:

1. Schedule a minimum of 18 hours per week for instruction. Instruction includes the following:

* Live class connect sessions
* Open Office Hours
* One on One Tutoring

1. Follow the live class connect guidelines:

* Invite all course specific students to live sessions (see your admin for recommended sessions per week, will vary by subject)
* Class assignment will be give during first 15 minutes
* Explanation and modeling will occur during the following 15 minutes
* Student who can demonstrate understanding may be excused after 30 minutes
* Students identified as needing small group intervention will remain in course to receive an extra 20-30 minutes of reteaching and/or other small group interventions.
* Any exceptions will need written approval from administration

1. Follow open office hours guidelines:
   1. Schedule students to visit your open office hours
   2. Allow for drop ins to receive instructional support
   3. If no students are active in office hours, use this time to reach out to students that need one on one and individual support.
2. Schedule other live sessions as needed (ie: final review, SAGE prep)
3. Use varied student-centered instructional strategies.
4. Address various learning styles.
5. Use activities where all students use higher-order thinking and problem-solving skills.
6. Use technology to expand the classroom.
7. Use a variety of engagement techniques.