

## Suggested Planning Timeframe and Implementation Guidelines for School Superintendents and Teachers

### Six weeks before project is to be held in classroom (or no later than beginning of school year)

- School superintendent contacts local bar association in his or her division (<http://www.vsb.org/site/conferences/clba/view/local-statewide-bar-associations>) to determine bar association's participation in VBA Rule of Law Project.
- School superintendent assembles a task force of local school representatives including teachers and administrators.
- Task force meets to establish date for Project to be held in schools, and to determine goals, objectives, activities and lessons plans (examples are available on the website ([www.ruleoflaw-vba.org](http://www.ruleoflaw-vba.org))). Tim Isaacs, director of education for the Project, is also available to answer questions. Questions can be directed to Tim at [timisaacs7@yahoo.com](mailto:timisaacs7@yahoo.com).
- Task force contacts all teachers to explain Project and confirm date that Project will be held in their classrooms. Teachers should review Superintendent's Memo from Patricia I. Wright, Superintendent of Public Instruction, (<http://www.doe.virginia.gov/administrators/index.shtml>) (see memo regarding Rule of Law).
- Task force contacts bar association liaisons to confirm date of Project.

### Four weeks before

- Task force representative provides bar association liaison with schedule of information from each participating school (see sample schedule at <http://ruleoflaw-vba.org/lawyer-involvement/dos-donts/planning-and-implementation-materials>), to include:
  - Name, address and telephone number of school
  - School district (city, county, etc.)
  - Class period
  - Time class starts and ends
  - Number of students in each class
  - Teacher's name and contact information

### Two to three weeks before

- Teacher and assigned volunteer lawyer/judge from bar association to contact each other to plan classroom activities.

### One week before

- Teacher and assigned volunteer lawyer/judge touch base to finalize classroom activities if necessary.

### Day of class

- Volunteer lawyer/judge will check in with school office personnel.
- Teacher and volunteer will co-teach in classroom.
- Teachers to complete on-line evaluation form under Teacher Resources page of website (<http://ruleoflaw-vba.org/teacher-educational-resources/evaluation-form>).
- Have fun and enjoy!

*Note: A member of the bar association task force will plan public relations activities; e.g., contact local newspapers, televisions and other media outlet, any or all of which may be used in conjunction with the VBA Rule of Law Project materials and website. Waiver forms may be necessary for use of student images in any video or still photographs. Check with school administration in advance.*