**August 27, 2020**

**VIRTUAL LEARNING**

*Attendance and Expectations*

Student Expectations for Virtual Learning

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| Please read the Student Expectations For Virtual learning and email your instructor with questions or concerns. JROTC instructors request that you allow you’re a parent or guardian to review these expectations.  Sergeant Major Wright: [walter.wright@slps.org](mailto:walter.wright@slps.org)  Sergeant First Class Harris: [lorenzo.harris@slps.org](mailto:lorenzo.harris@slps.org)  **Note: Once you have read and understand the expectations, please upload and resend to your instructor.** |

**JROTC Cadet Expectations for Virtual Learning**

***Good etiquette and manners are vitally important! Cadets are expected to dress appropriately and refrain from inappropriate actions that include but not limited to language, bullying and harassment.***

**For the most part, our remote schedule is a structure provided to encourage cadets to manage their time wisely and to complete classwork timely. We understand the challenges of virtual learning and will support our cadets in creating a manageable, organized framework for themselves. Cadets are required to “log on” to Microsoft Teams in accordance with the schedule below.**

**Your JROTC course work will be completed synchronously and asynchronously. That means cadets will attend live Microsoft Teams sessions (synchronous) and will be working at their own pace according to deadlines set by instructors (asynchronous).**

**Instructors will use a variety of technologies and methods for instruction and will assign work accordingly, and we will use video conferencing through Zoom. In those cases, the live (synchronous) lesson will take place during the specified time in the cadet’s schedule. We expect cadets to attend all synchronous lessons, however we do understand that internet connectivity issues or medical problems (flu) might make that difficult. If a student is unable to attend a synchronous learning session, he or she is responsible to reach out to the instructor to connect about a separate session or additional guidance. Important reminders for compliance:**

* **Communication is key to our success in virtual learning. If there is an issue, please let us know; *communicate with instructors between 7 am and 5:30 pm, M-F*.**
* **Cadets must be appropriately and fully dressed when participating in a synchronous learning session (Microsoft Teams live, Zoom meeting, etc.). Highly recommend cadets be in a common area of the home during any synchronous learning session.**
* **Check Microsoft Teams and your school email daily; log-in on time every day!**
* **Complete lessons, including any daily attendance assignments**
* **Attendance will be taken for each day*; keep computer on mute when* not speaking**
* **Cadet submits an assignment (s) when due; *always keep computer camera on***
* **Instructors have established office hours (listed on the weekly published schedule and the JROTC website) when students can check in and receive support. Students are responsible for contacting instructors if they need additional assistance to successfully complete digital lessons**
* **Students will follow the behavior expectations and norms outlined in our school district and high school Handbooks and established for JROTC**
* **If you are struggling with an assignment or fall behind in a JROTC class, please communicate directly with your instructor and your counselor ASAP**
* **Academic integrity is expected! There are many temptations when students work online, but we expect our students to do their own work and to reach out for support if they are having difficulty.**

**Period / Time A or B Day Remarks**

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| **1st- 8:15-9:45 AM** | **A-Day** |  |
| **9:45 AM-9:55 AM** | **Technology Break** |  |
| **2nd- 9:55- 11:25** | **A-Day** |  |
| **Lunch 11:25 AM -11:55 AM** | **Lunch-All** |  |
| **3rd 11:55 AM-1:25 PM** | **A-Day** |  |
| **1:25 PM-1:35 PM** | **Technology Break** |  |
| **4th 1:35 PM-3:12 PM** | **A-Day** |  |
|  |  |  |
| **5th- 8:15-9:45 AM** | **B-Day** |  |
| **9:45 AM- 9:55 AM** | **Technology Break** |  |
| **6th- 9:55- 11:25** | **B-Day** |  |
| **Lunch 11:25 AM -11:55 PM** | **Lunch-All** |  |
| **7th 11:55 AM-1:25 PM** | **B-Day** |  |
| **1:25 PM-1:35 PM** | **Technology Break** |  |
| **8th 1:35 PM-3:12 PM** | **B-Day** |  |

**All weekly schedules, that includes Microsoft Teams and Zoom scheduled meetings, will be posted on Sunday, the night before the school week start. Any phone calls or video conferences with instructors, parents, or counselors will be based around the above schedule; issues with technology, please email VashonParenthelp@slps.org.**

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| ***Original Signed By: Sergeant Major Walter Wright, Senior Instructor Date: 08/24/2020*** |

After reading, enter your name and date above and return electronically to your instructor.

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|  | Click or tap to enter a date. |

***VIRTUAL LEARNING***

*Attendance and Expectations*

*Recommended Parent of Guardian Virtual Learning Expectations*

**Transitioning to digital learning is a huge shift for all of us, instructors, cadets, and parents/guardians. While we recognize that we cannot replicate the experience students would have in school, we believe learning can continue if we all work together.**

**Help your cadet establish a daily routine. We recommend maintaining as much of a regular schedule as possible. Include time for school, meals, physical activity, and down time.**

**Identify a working space for your cadet. Space other than their bedroom. We recommend a clear separation between work and personal time.**

**Ensure that your cadet has the technical tools they need.**

**Check Microsoft Teams, our teachers’ pages and our JROTC website with your student. How often you check in is up to you! This will vary by cadet. As we begin this new learning environment, check in frequently, and then ease up when you feel you are able to.**

**Help your cadet reach out to instructors for support if needed. Cadets should use Microsoft Teams chat and St. Louis Public Schools email as primary support. We anticipate that instructors will receive an unusually high volume of email through this transition, and we encourage everyone to be as efficient as possible.**

**Contact the school if your cadet is sick and unable to attend school. State and school attendance policies apply during this period. Please note: attendance will be recorded for your cadet. Encourage your cadet to keep in touch with friends and mentors.**

**Take care of yourself! Give yourself, and others, some grace through this period.**

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| Click or tap here to | Click or tap to enter a date. |

After reading, enter your name and date above and return electronically to your cadet instructor.