

HORNET ELEARNING/VIRTUAL EXPECTATIONS FOR STUDENTS

ELEARNING/VIRTUAL BELL SCHEDULE

- Students have a 30-minute break between classes to use the restroom and get prepared to log into MS teams for their next class.
- Intervention time is designated for teachers to re-teach, allow students to ask questions, make up assignments, tests, quizzes, and address social and emotional issues.

BLOCK	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8:40 A.M.	Sign into Microsoft Teams ready for 1 st block.				
1 ST BLOCK	9:00 A.M. – 10:00 A.M.	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting	INTERVENTION TIME	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting
2 ND BLOCK	10:30 A.M. - 11:30 A.M.	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting	INTERVENTION TIME	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting
LUNCH		11:30 A.M.-12:15 P.M.				
3 RD BLOCK	12:30 P.M.- 1:30 P.M.	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting	INTERVENTION TIME	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting
4 TH BLOCK	2:00 P.M.- 3:00P.M.	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting	INTERVENTION TIME	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting

REMINDERS

- Follow your schedule and log into Microsoft Teams using the bell schedule above.
- Always be respectful and courteous to other students and teachers.
- Login everyday, every period for instructional delivery promptly.
- Attendance will be taken each class period.
- If students login in after the 1st 10 minutes of class start time, they will be marked “Tardy” for class.
- If students login after 30 minutes, they will be marked “Absent” for class.
- Find an area that is quiet and free if distractions.
- Login credentials must not be shared.
- Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants while in Microsoft Teams lessons will not be tolerated nor allowed.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Microsoft Teams lessons, including not posting on any social media platform.
- Submit assignments on time.

CAJHS VIRTUAL CLASSROOM PROTOCOLS

Prepare For Success



- Set up your device in a place that is quiet and as free of distractions as possible. For example, setting up your device in the living room with the TV on will not help you learn!
- Dress properly for participating in virtual classrooms.

Connect In Microsoft Teams



- Access Microsoft Teams at the beginning of each virtual class. Each of your classes will be represented by a “tile.”
- Click the “tile” and then meet now to join each virtual classroom when it is time for the class to start.
- Remember to always use your Richland One username and password to login into TEAMS.

Virtual Class Etiquette



Be professional and respectful at all times in the TEAMS Virtual Classroom. Virtual school follows the same expectations as in person school. Students are expected to be respectful & professional at all times.

During each virtual class, students should:

- Raise your “hand” 🖐️ to ask questions, answer questions, and participate in discussions without interrupting the teacher or other students.
- Use appropriate language when communicating orally or via the chat feature in the virtual classroom.
- Avoid abbreviations, such as LOL, when sharing responses.
- Refrain from engaging in distracting behavior, such as texting or posting to social media.

All policies outline in the Richland One Code of Conduct applies to Virtual School, including but not limited to the use of inappropriate language or gestures, bullying, etc.

Plan For Success



- Make a weekly “class schedule” to help keep yourself on track. Students will have four classes on their schedule per semester – 8 for the year.
- If each teacher assigns you assignments in this virtual format; it requires much more discipline and independence from students, because you will not have your teachers monitoring you as closely as when we are in school. Therefore, it is critical that you make a weekly “class schedule” for yourself and that you try to stick to it.
- Reach out to your teachers for help when you need it. Each of your teachers will provide online “Office Hours” to provide extra help for students who need it.

Stay Connected and Review



Review written feedback from your teachers and check your grades regularly. Your teachers will continue to give you feedback and grades just as if you were in school.

Have A Stinging Great Year Hornets!