



Dear students and parents,

As we begin virtual learning on Monday, March 23rd, we realize that this situation is new and different for everyone: students, parents and teachers. We want to make sure that our students recognize that online education is "real school" and will require them to demonstrate independence and maturity as they work in this new environment.

As such, students will be expected to follow school rules and expectations while they attend school remotely. **In addition, please make sure students check each individual canvas course for any specific virtual classroom expectations.** Also, please review our Technology policy in our [Parent/Student Handbook](#) before beginning online learning.

**Students who do not currently have internet access at home should contact Spectrum who has offered free service for 60 days for any family that does not have Wi-Fi.** Those interested in enrolling are asked to call 1-844-488-8395. Installation fees will be waived for new student households.

## ATTENDANCE

- Each student has received a canvas invitation for a course labeled "Attendance"
- **All students should accept this invitation before we begin online learning on Monday, March 23rd.** This is how we can verify the you were in school that day.
- Students should log in to their Attendance course on canvas **FIRST** each day before beginning their virtual learning.
- Once logged into the Attendance course, students should go to the quizzes section of the course and take the quiz marked for that day which will tell us you have checked in to begin your virtual learning. Don't worry, these quizzes are just for attendance purposes.
- Each attendance quiz will be open from 7:00 a.m. and will close by 9:00 p.m. Make sure to take the quiz within that time frame each day.
- At the end of each day, attendance will be taken from Canvas and input to PowerSchool so we can keep a record of student's attendance

throughout this process.

- Any student who does not complete the Attendance Quiz will be considered absent and will receive a phone call regarding the student's absence for that day. In addition, student canvas log in hours will be tracked and kept for instructional time records.
- **In the event of a situation that will prevent a student from participating in the digital learning day (i.e. illness, power outage, internet/computer issues), please contact Mrs. Witthun between 7:00 a.m. and 9:00 p.m. via email at [wwitthun@sjcawi.org](mailto:wwitthun@sjcawi.org).**

## STUDENT EXPECTATIONS

- Students must login to their Attendance course FIRST and take their Attendance Quiz for the day before completing any coursework. This must be completed between the hours of 7:00 a.m. and 9:00 p.m.
- Virtual learning should take place in a quiet, well-lit space without distractions. If possible, set up a designating spot for school work and study time.
- Each day students must log on to canvas and check their courses in order to determine work requirements for that day.
- Students are expected to attend any scheduled virtual class meetings as well as any other supplemental meetings required by their teachers.
- Students must complete assignments and submit them to their teachers via the requested formats by the established deadlines. Please communicate with your teachers if you have any issues.
- Students, please do not record images or audio without permission from those present (either in-person or in a virtual classroom). To respect the privacy and integrity of others, and to abide by all legal restrictions on personal recordings, students must have permission from the teacher and other students involved before using any video or audio recording device.
- Teachers will be available during scheduled office hours each day. Please utilize these scheduled, virtual office hours for extra help.

If you have any concerns related to any of these expectations, please contact Mrs. Witthun at [wwitthun@sjcawi.org](mailto:wwitthun@sjcawi.org).

Again, this is new and uncharted territory. We will work together to make distance learning accessible, meaningful and impactful for everyone.

Thank you!  
Mrs. Witthun

