



# Sarasota Military Academy

eLearning Guidance for SY 2020-21

Dear SMA Families, Staff and Faculty,

You have chosen eLearning for at least the first nine weeks of the 2020-21 school year. We are looking forward to the following items as eLearning kicks off this Fall:

- Academic rigor aligned with Florida Standards
- High quality instruction to students using G-Suite for Education, primarily Google Classroom
- Frequent communication between students and parent(s)/guardian(s) with live and recorded lessons
- Frequent contact with students/families to check in on student's performance and progress
- Additional instructional support when needed

## **Learning Management System**

Sarasota Military Academy utilizes G-Suite for Education, which is the Google platform for learning. Google Classroom will be the primary location for all instructional materials and contact.

## **Attendance and Uniform Expectations**

All cadets enrolled in eLearning will need to answer an attendance question, every day for every period no later than **12:45 pm** daily, to be counted as present for that particular day. In addition, students will be required to be logged onto their class at a specific time as designated by the instructor. While logged into their class, cadets will be expected to be in the uniform of the day for those class meetings. That schedule is as follows:

- Monday-Class B
- Tuesday-Polos (female hair should be up)
- Wednesday-Class B
- Thursday-Polos (spirit wear and hair down is approved for this day only)
- Friday-Class B

**\*Hair and grooming standards also apply. Non-compliance with the uniform, hair and grooming expectations will result in the loss of employability points.\***

## **Grading and Communication Procedures**

Teachers will be maintaining and reporting accurate grades and information on Google Classroom and the Parent Portal. Teachers will respond to emails and/or phone calls within 24 hours.

## **Academic Integrity and Plagiarism**

Academic integrity includes but is not limited to:

- Student work should be completed on his/her own, unless designated as a group assignment by the instructor
- A student will not allow others to copy his/her work
- A student will not misuse contact from the internet.
- Plagiarism is not allowed in any form.

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own by Webster's Dictionary.

### **Instruction for all learners**

Exceptional Student Education (ESE) cadets will be provided services and accommodations based on their Individual Education Plan (IEP). Teachers will work in collaboration with each other and parents to ensure the needs of each cadet is met within the eLearning platform.

English Language Learners (ELL) will also be provided appropriate accommodations based on the level of cadet's level of proficiency. This may include but is not limited to modified assignments, use of a dictionary, or potential assistive in their native language.

### **Instructional Materials**

All student instructional materials that are provided will be verified and signed for by student/parent/guardian. Instructional materials may include content resources such as a workbook or textbook but will vary based on the individual student's schedule. Parents will be responsible for replacing lost or damaged items.

### **Student Responsibilities**

Every cadet that has elected eLearning is expected to:

- Read and review course information and syllabus for each class
- Actively participate appropriately in their eLearning coursework
- Be in the appropriate uniform to participate in class activities and inspections
- Complete his/her own work and turn it in at the scheduled deadline
- Contact the instructor if a cadet needs additional support or help
- Make up any work missed due to an excused absence

### **Parent/Guardian Responsibilities**

Every cadet, including high school cadets, must be provided with a certain amount of daily supervision and support by a responsible adult or guardian. Parent/guardian active participation in their cadet's education will be paramount in their success. Parent/guardian expectations are as follows:

- Parent/guardian should be providing supervision and monitoring of student's academic progress.
- Parent/guardian shall be responsible for their cadet's school attendance. Absences of more than three (3) days must be reported to the school by a parent or guardian. Cadets are responsible for making up any missing assignments.
- The parent/guardian will establish the structure necessary for participation in classes; will provide motivation and time management skills; and will communicate with school personnel to ensure their cadet has a positive and productive learning experience.