
RSU 9 K-5 REMOTE LEARNING ACADEMY HANDBOOK 2020/21



Leading

Innovating

Inspiring

HANDBOOK PURPOSE

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our remote school. In order for the Remote Learning Academy to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbook summarizes district policy and contains general guidelines and information. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

MT.BLUE DISTRICT WEBSITE

All district policies as well as information about curriculum, volunteering, contact names and numbers can be found at: <http://www.mtbluersd.org/>

CONTACT INFORMATION FOR RSU 9

Superintendent's Office 129 Seamon Rd., Suite 2 Farmington, ME 04938

Superintendent: Tina Meserve. 207-778-6571

Administrative Assistant to the Superintendent: Jennifer Pooler 207-778-6571 (Homeschool contact, superintendent's agreements)

Director of Curriculum: Laura Columbia 207-778-6571

Mt. Blue Regional School District Board meetings are open to the public and are posted on the District's webpage.

CONTACT INFORMATION FOR the REMOTE LEARNING ACADEMY

Your first point of contact is your child's teacher. If you need further assistance, please contact Principal Lisa Sinclair at 207-778-3031. Email: lsinclair@mtbluersd.org

If you need assistance with updating PowerSchool information please contact the secretary at your child's school of residence.

Follow us on Facebook at: <https://www.facebook.com/RSU-9-Remote-Learning-Academy-107127111119545>

STAFF DIRECTORY

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Secretaries

Academy Amy Eustis aeustis@mtbluersd.org 207- 645- 4488

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Kindergarten Teachers

Jessica Edmondson jedmondson@mtbluersd.org

Anna Wilson awilson@mtbluersd.org

First Grade Teachers

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Diane Kyes dkyes@mtbluersd.org

Second Grade Teachers

Brenda Burnell bburnell@mtbluersd.org

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Third Grade Teachers

Hannah Hanson hhanson@mtbluersd.org

Jenny MacIsaac jmacisaac@mtbluersd.org

Gifted and Talented (GATE)

Deborah Hiltz **dhiltz@mtbluersd.org**

Sandra Jamison **sjamison@mtbluersd.org**

Physical Education

Katie-Jean Hinckley **kjhinkley@mtbluersd.org**

Velda Yamashiro **vyamashiro@mtbluersd.org**

Art Education

Kim Jacques **kjacques@mtbluersd.org**

Kendra Stenger **kstenger@mtbluersd.org**

Music Education

Nancy Beacham **nbeacham@mtbluersd.org**

Scott Dunbar **sdunbar@mtbluersd.org**

Ethan Wright **ewright@mtbluersd.org**

MISSION

Our district is committed to supporting our staff as they design and deliver instruction in a variety of educational environments and our students as their parents/guardians choose the best learning situation for their families.

VISION

Our vision is to empower students to acquire, demonstrate, articulate and value knowledge and skills that will support them as life-long learners who will positively contribute to society and exhibit core values of respect, inclusion and excellence.

MASCOT

Mr. Smart Owl



Enquiry

Curiosity

Discovery

WELCOME FROM THE PRINCIPAL

Dear RLA families,

Welcome to the Remote Learning Academy! We are proud of our dedicated, experienced staff and enthusiastic learners who strive to build an educational community with high expectations for all students.

As the demands and complexities of teaching and learning increases, it is evident that we all need to work together to ensure that our students reach their fullest potential. We believe that all of us – the school, families and the community – must work together in an extended family environment to support success for all of our students. We believe it is everyone’s responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible. With that in mind, you are invited to be an active participant in your child’s remote learning educational journey.

We have high expectations of our students both academically and behaviorally. We ask you to support us by having these same expectations and by communicating to your child that school is important, attendance is needed, and that following rules is necessary for learning.

It is our goal to keep you informed of all that is taking place at school. Up-to-date information will be sent to you through your PowerSchool email. Updates are also posted to Facebook. If you have questions or concerns that arise at any time, please do not hesitate to give your child’s teacher a call or email.

My vision for the Remote Learning Academy includes synchronous and asynchronous video instruction, reading, completion of tasks and assignments, writing, experiments, homework, and other activities that will motivate and excite your child on his/her educational journey. I look forward to partnering with you as your child embarks on a journey of academic and social growth!

Sincerely,

Lisa M. Sinclair

Lisa M. Sinclair, Principal

lsinclair@mtbluersd.org

207-778-3031

Expectations

Students

- Attend each “Live” day remote learning lessons with teachers
- * Be actively engaged in each “Live” day remote learning lesson with teachers and peers
- * When online please be appropriately dressed and at your work station
- * Complete SeeSaw assignments and/or work packets as assigned
- * Online interactions with classmates and teachers will be positive and constructive
- * Follow the RSU 9 technical use and guidelines policies

Parents/Guardians

- * Secure a quiet, conducive to learning work space for you child
- * Be mindful that when your child is “Live” that the environment must be quiet so your child can meaningfully participate in the learning- things such as conversation and televisions can be heard over the computer
- * Plan for and maintain the remote learning schedule
- * Maintain open lines of communication by email with the teachers
- * Support academic integrity by appropriately assisting-not completing your child’s assignments
- * Abide by RSU 9’s Technology Acceptable Use Policy

Remote Learning Teachers

- * Take Daily Attendance
- * Design and implement instruction
- * Communicate daily with students
- * Communicate frequently with parents
- * Provide ‘live’ lessons, SeeSaw assignments and packets
- * Provide feedback on assigned student work
- * Assess skills and standards through formative assessments
- * Co-plan with partner teachers

SCREEN TIME

The required hours for remote learning engagement include synchronous and asynchronous video instruction, reading, completion of tasks and assignments, writing, experiments, homework, and other activities. This is not designed nor intended to be sitting in front of a screen for all of these hours. Students may complete assignments at their own pace. Children should be frequently stepping away from the computer and engaging in movement as they are directed to by their teacher.

ATTENDANCE

Please be advised that attendance will be taken daily. The times the student is not “Live” the attendance will be gauged by the completion of the assignments.

If your student is going to be absent, please inform the classroom teacher by email.

GRADING

Rubric	4	3	2	1
Assignment Completion	90%-100% of the assignment	At least 75% of the assignment	At least 50% of the assignment	At least 25% of the assignment
Level of Understanding	The student demonstrates mastery understanding of the standard/goal/	The student demonstrates a moderate understanding of the standard/goal/	The student demonstrates some understanding of the standard/goal/	The student demonstrates little to no understanding of the standard/goal/
Level of Effort	The student participates meaningfully in Live lessons 90-100% of	The student participates meaningfully in Live lessons at least 75%	The student participates meaningfully in Live lessons at least 50%	The student participates meaningfully in Live lessons at least 25%

SPECIAL EDUCATION

Students with disabilities will be provided with special education instruction and related services per the student's Individualized Education Plan to the maximum extent possible by the Special Education Provider. All accommodations and modifications agreed upon in the IEP will be monitored and adjusted to the remote learning platform by the classroom teacher.

SUPPORT INSTRUCTION

Testing will be used to determine students that may need 1-1 tutoring. Those times will be arranged with the interventionist and the parent.

MEALS

MEALS FOR REMOTE LEARNERS AVAILABLE

WHETHER YOUR STUDENT IS LEARNING REMOTELY EVERY DAY OR EVERY OTHER DAY, WE HAVE YOU COVERED! YOU MAY ORDER AND PICK UP BREAKFAST AND/OR LUNCH AT ANY SCHOOL (EXCEPT G.D. CUSHING) DURING OUR DESIGNATED MEAL PICK-UP TIME. IT DOES NOT MATTER WHICH SCHOOL YOUR STUDENT WOULD NORMALLY ATTEND. THE STUDENT OR PARENT/GUARDIAN MUST BE PRESENT TO PICK UP MEALS. IF YOU DO NOT RECEIVE FREE/REDUCED PRICE MEAL BENEFITS FOR THE 2020/2021 SCHOOL YEAR, YOUR CHILD'S MEAL ACCOUNT WILL BE CHARGED FOR THE MEAL(S) PROVIDED. MENU'S WILL VARY AND MAY NOT FOLLOW THE SCHOOL'S MENU FOR IN PERSON LEARNING.

MEALS ARE AVAILABLE FOR PICK-UP, MONDAY-FRIDAY. THEY MUST BE PREORDERED BY CALLING US AT 207-779-9612 OR EMAIL US AT FOODSERVICE@MTBLUERSD.ORG ORDERS MAY ALSO BE PLACED ON-LINE BY USING OUR MEAL PICK-UP ORDER FORM

MEAL ORDERS MAY BE PLACED AHEAD OF TIME BUT FOR SAME DAY PICK-UP THEY MUST BE PLACED PRIOR TO 8AM. MEAL PICK-UP TIMES MUST BE STRICTLY ADHERED TO AS WE'LL BE BUSY SERVING ON-SITE STUDENTS OUTSIDE OF THAT TIME. MEAL PICK-UP TIME FOR ALL LOCATIONS IS BETWEEN 9:30AM AND 10:30AM.

ACADEMY HILL - KITCHEN DOOR (BACK PARKING LOT BETWEEN DUMPSTER AND CONCRETE WALL)

CAPE COD HILL SCHOOL - KITCHEN DOOR (TO LEFT OF PELLET SILO)

MT. BLUE HIGH SCHOOL – DOOR #14 (RIGHT SIDE OF BUILDING FACING TENNIS COURTS)

MT. BLUE MIDDLE SCHOOL – MAIN ENTRANCE OFFICE

CASCADE BROOK SCHOOL – KITCHEN DOOR #7 (NEXT TO PELLET SILO)

W.G. MALLETT – CAFETERIA DOOR #12 (FRONT OF BUILDING, DOOR TO LEFT OF MAIN ENTRANCE)

RESPONSIBLE INTERNET USE AND DIGITAL CITIZENSHIP

The use of the Internet must be in support of education and research and consistent with the educational objectives of the school system. The use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for

commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

- Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school system administrators will deem what is inappropriate use, and their decision is final.

- Net Etiquette: Students are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- ○ Avoid offensive or inflammatory speech.
- ○ Be courteous and polite.
- ○ Use appropriate language.
- ○ Profanity or obscenities are not permitted at any time.
- ○ Do not use the network in any way to disrupt the work of others.

CHANGING FROM REMOTE TO HYBRID

You may change your child's educational programming from Remote to another option on November 6th, 2020.