

# RSU 18 Remote Learning Guide

2020-2021

Every Student - Every School - Every Day



## What is remote learning?

The goal of remote learning is to ensure learning continues even though our school buildings are closed. Remote learning engages students through the use of technology, by delivering instruction online and engaging students in rich learning opportunities, both off and online. Remote learning can occur "synchronously" and "asynchronously".



## What is synchronous learning?

Synchronous learning means learning "together." This would mean a group of students will join a teacher and their classmates. Synchronous learning allows the teacher to teach a "live" lesson and it also allows students to interact, collaborate, participate and engage in discussions. RSU 18 will use Google Meet as the vehicle for synchronous learning.

## What is asynchronous learning?

Asynchronous learning is a term used to describe learning that does not occur "live". This format allows students to access their learning at different times because the materials are pre-recorded or are online learning platforms. Examples of asynchronous learning are virtual libraries, posted lessons, discussion boards, or self guided lessons. Asynchronous learning allows for learning to take place in flexible timeframes.



### **Our professional commitments during remote learning:**

- Teachers will connect with their students on a daily basis
- RSU 18 teachers and counselors will be available for communication throughout the normal school day
- Teaching staff can be contacted with questions about schedules, academics, and grading through email
- Our school offices will be staffed daily

### **What we are asking of parents and guardians during remote learning:**

To maintain a positive, productive learning environment and ensure confidentiality for students and teachers during remote learning, all parents and guardians are asked to observe the following privacy guidelines:

- To prevent disruptions in the learning environment, parents/guardians should not actively participate in sessions. You may assist with technology.
- Do not video record, audio record, photograph, live stream or otherwise transmit any part of a *Google Meeting*.
- Any confidential or personally identifiable information related to students participating in a *Google Meeting* should not be collected, discussed or shared.
- If a parent/guardian has a question, please email your child's teacher.



### **Expectations of our students during remote learning:**

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during distance learning, all students are asked to observe the following guidelines:

- Keep in mind, you are in school. Hours and attendance will run simultaneously with your scheduled classes
- Students are expected to log in to each class and participate in all class activities
- Be on time
- Come prepared
- Follow the school dress code
- Find a quiet place, free of distractions
- Attempt to select an area in your home with enough space for necessary items: books, notebooks, computers, etc.
- Make sure your device is charged and ready for use
- Turn cameras on
- Show your face, not an emoji or another picture
- Mute yourself until you are told to unmute
- Ask questions in the chat and/or raise your hand. If for some reason a student needs to leave the meeting, they should comment in the chat
- Use polite and appropriate language
- No side conversations
- Give your best effort online, just as you would in the classroom
- Do not record meetings
- High school students should check their email daily for announcements and updates

### **The technology platforms we will be using for remote learning:**

- Google Meet will be the platform for video conferencing
- PreK - 2 teachers will use SeeSaw as the common learning management platform
- Grade 3 - 12 teachers will use Google Classroom as the common learning management platform
- Teachers will make a Google Meet link visible in your child's SeeSaw or Google Classroom. Students will be able to meet with their teachers each day by clicking into this link.

### **Our Digital Code of Cooperation:**

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner.

- Our district dress code will still apply to all remote learners while on Google Meets
- Students will practice safe and appropriate online remote learning behavior including using professional manners/etiquette while communicating online
- Improper use of district technology resources is prohibited as per the district acceptable use policy.



### **What is Google Meet?**

The Google Meet Classroom environment is an innovative extension of your child's classroom at school. When your child is in the Google Meet Classroom, the setting should be appropriate and free of distractions. Poor lighting, loud background noises, or too-casual an atmosphere may prevent students from listening and engaging in a lesson. Make sure that your child's camera is at eye level and that the background behind them is clear and as appropriate as possible.

### **What is SeeSaw? (for grades PreK - 2)**

SeeSaw is a great platform that includes a social component so students can showcase their work and share it with parents and teachers. This will be the standard platform for grades PreK - 2 in a remote learning setting.



### **What is Google Classroom? (for grades 3 - 12)**

Teachers will be using Google Classroom with students working remotely. Google Classroom allows teachers to share assignments, allows students to turn in assignments, and allows teachers to provide feedback all in one place. Google Classroom will be the remote learning management system for grades 3 - 12.

### **How will attendance be monitored?**

- If teachers are not able to connect with a student, teachers will mark them "absent" for the day and submit absences in PowerSchool
- The standard attendance and truancy policies will be followed:
  - \* Students' inability to participate in classes due to illness should be reported to their teachers
  - \* (High school) attendance will be taken period by period and parents will be notified if students are not present



### **How will my child be graded?**

- Students will be expected to interact with their teachers and complete assignments and assessments
- The same grading structure will be used as if students were attending in person, that includes grades and scored standards
- Students who are experiencing difficulties should contact their teachers to arrange for support

### **For students at our elementary schools: Atwood Primary, Belgrade Central School, China Primary School, James H. Bean School, and Williams Elementary School:**

Our goal for all students will be to have synchronous (live) instruction four days (Monday - Thursday)/week and asynchronous learning one day/ week (Friday). Teachers will use SeeSaw (PreK - 2) and Google Classroom (Grades 3 - 5) as the learning management and communication platform.

Elementary teachers will use their time on Friday to post learning materials, videos, links, etc to either SeeSaw or Google Classroom for the following week. These materials will be available to families relying on the flexibility of asynchronous learning.

Synchronous learning will be a combination of Google Meet sessions that are whole group, small group and independent work. Students are not expected to be online all day. However, all students should be connecting through Google Meet daily for instruction (with the exception of Friday, where all learning will be asynchronous). The amount of screen time will depend on the child's grade level.

We understand that due to work and daycare limitations, synchronous (live) learning may be a challenge for some families. If this is the case, please communicate with your child's principal. If approved, you may use an asynchronous model on a daily basis by accessing the materials being posted. Our goal is to have students participate in synchronous learning as much as possible because daily interaction between teacher and student will provide a stronger educational experience for students. Teachers will offer synchronous learning during normal school hours.

**For Middle Schools and High School: China Middle School, Messalonskee Middle School, and Messalonskee High School:**

Our goal for all students will be to have synchronous (live) instruction five days per week. Teachers will use *Google Classroom* as the learning management and communication platform.

Synchronous learning will be a combination of *Google Meet* sessions that are whole group, small group and individual work. Students should be connecting through *Google Meet* to follow their normal class schedule.

**Middle School Schedule:**

The schedules at China Middle School and Messalonskee Middle School are similar but not identical. In addition, each academic team at Messalonskee Middle School will have schedules that are unique to their team. In general, students will follow their typical daily schedule.

**Messalonskee High School:**

Period 1	8:00 - 8:59
Period 2	9:06 - 10:05
Period 3	10:12 - 11:15
Period 4/ Lunch	11:22 - 12:54
Lunch A/ Period 4	11:22 - 11:52/ 11:55 - 12:54
Period 4/ Lunch B	11:22 - 12:21/ 12:24 - 12:54
Period 5	1:01 - 2:00
Guided Study	2:05 - 2:30

**Tech Support:**

Each building has a dedicated person on staff to support the technology needs of the school. This is typically the technology integrator (the computer teacher). Requests for help regarding technology should start with them first and if needed, issues may be referred to our district technology team.

Atwood Primary School: 465-3411  
Williams Elementary School: 465-2965  
China Primary School: 445-1550  
Belgrade Central School: 495-2321

James Bean School: 547-3395  
Messalonskee Middle School: 465-2167  
Messalonskee High School: 465-7381  
China Middle School: 445-1500

**Connecting your iPad to the Wi-Fi:**

Connecting to the internet is simple. Following the steps below to connect wirelessly to your home router or Wi-Fi Hotspot:

1. Turn the iPad on by holding the power button on the top right of the device. An Apple Logo will appear as the device boots up.
  2. Enter the 4 digit passcode. By default, the passcode is the asset ID found on the back of the device.
  3. On the home screen, find the settings app and tap on it once.
  4. Tap Wi-Fi.
  5. Select the Wi-Fi network in your home or the hotspot device.
  6. Enter your home Wi-Fi pre-shared key (password). Wi-Fi hotspots will come with a label indicating the pre-shared key (password) to use.
- That's it!

**Our district remote learning site:**

For more information, visit: <https://remote.rsu18.org>

**Our goal is to successfully continue the educational journey of your child, even when our schools are closed. If your child is struggling during remote learning, please reach out to any of the following:**

- Your child's teacher
- Our school guidance counselors and social workers
- Your school administrator

