

REMOTE INSTRUCTION GUIDELINES

The recommendation of the RSU 25 School Board was to return to school with a focus on full day in person learning. This decision is based on the recommendations of the Federal CDC, Maine CDC and the Maine Department of Education.

The RSU 25 return to school plan (August 2021) does plan for contingencies that include hybrid scheduling and full remote learning. The plan also anticipates there may be a need for a remote program for students who have specific IEP or 504 needs. In these cases, students may access their programming remotely if the accommodation is part of their plan and is supported with a recommendation from the students primary care medical provider or specialist. Remote instruction will not be delivered in an ala carte fashion, but to students who must quarantine, have extended absences due to medical needs, or have remote instruction as part of an agreed upon plan developed between the parents and the school.

Students accessing the educational programming remotely will have their plan periodically reviewed. If the student does not demonstrate academic success, fails to follow RSU 25 policies, or has poor attendance the plan will be re-evaluated to determine if remote learning is an appropriate mechanism for the student.

If a student needs to access their programming remotely the following guidelines are being used in the schools grades 5-12.

- Students must be signed in and in attendance concurrently with the class schedule and be academically engaged. The same attendance expectations apply for in person instruction and remote instruction.
- Students must keep their video feed on at all times and be visually present for class.
- Parents may assist with technology but are not allowed to record or re-transmit any part of the remote instruction
- Students must be in a location that has a stable internet connection that will handle the bandwidth necessary for transmission of video
- School policies, procedures, and rules apply to students and staff participating in any classroom instruction being delivered remotely.
- Students must participate in class and submit all work in a timely manner
- Parents will need to make arrangements for students to complete State assessments at school.

For students in grades PK-4, RSU 25 will provide developmentally appropriate synchronous lessons if there is a need for a whole class to be quarantined. In the case of individual students needing to quarantine, RSU 25 will provide a PK-4 asynchronous quarantine schedule. This outlines for parents grade appropriate learning activities and suggested time frames for students to engage in electronic lessons. This will require parents to come to school and pick up a computer which will allow students to access asynchronous activities and learning experiences using software such as SeeSaw, Lexia, IXL, and RazzKids. Should specific instruction be needed for assignments teachers will reach out to individual families to establish a time to provide that instruction.

You are reminded of the following during remote classes:

- You are on camera as well as everything in your background.
- This is not an anonymous conference/class. Your voice and video are able to be heard and viewed by all who are participating in the class.
- Adhere to the same standards of behavior during the video conference/virtual class that you follow in real life in your classroom.
- Follow appropriate dress and situate yourself in a learning environment.

- Be aware of your environment. This includes family members who may accidentally be seen in the background. Pick a spot that has a wall in the background to avoid others from interrupting your class.
- Avoid having a light source behind you.
- Videos may not, at any time, be recorded by anyone other than the teacher and no one may post any recording on any media outlets, including, but not limited to; Facebook, Instagram, Twitter, SnapChat, etc. Additionally, screen captures, photos, audio recordings, etc. are not allowed. All recordings by the teacher must be made and used in accordance with the Family Educational Rights and Privacy Act (FERPA) and state law.
- No obscene, racist, or derogatory language or imagery will be allowed by any student, parent, guardian, while participating in remote learning.
- The use of this technology always needs to follow the RSU 25 policies that are in place.

RSU 25
Request for Remote Learning

Student:

Parent:

Reason for Request:

CONSENT FOR RELEASE OF INFORMATION:

I, _____, parent/guardian of _____, give my consent for RSU 25 appointed staff to obtain information, records and communicate with _____ health care provider regarding the need for my student to engage in remote learning. This information will be used for the purpose of educational programming. I understand that under the provisions of **PL 93-380, the Family Educational Rights and Privacy Act of 1974**, RSU 25 will not release any identifiable information regarding my child except with my written permission specifying the records to be released, the reason for such a release, and to whom the records would be released.

My permission is voluntary and is effective for one year from the date of signature. I understand that my consent may be revoked at any time.

Signature _____ Date

Attached documentation:

_____ Health Care Provider Written Documentation

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I have reviewed and agree to follow the RSU 25 guidelines for Remote Instruction.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

REMOTE INSTRUCTION DECISION

The student's educational team met, reviewed the need for remote learning, and made the following determinations:

_____ Remote Learning Request Approved to begin on _____ (date). The team will reconvene on _____ (date) to review the continued need for remote learning, as well as the student's progress.

_____ Remote Learning Request Denied or Revoked

Reason:

_____ Date
Administrator Signature