

MSAD 13/RSU 83
Parent Guide to Remote Learning
April 27, 2020

1. District Covid-19 Information

All the information the district has sent, including this handbook, is available at <https://www.sad13.org>. Check the website for any future updates.

2. Communication

- A. We will use our website, the [Valley High School Facebook](https://m.facebook.com/ValleyHSMaine/posts/?ref=page_internal&mt_nav=0) page https://m.facebook.com/ValleyHSMaine/posts/?ref=page_internal&mt_nav=0, emergency alerts and email to continue to communicate with you regularly on school matters during the remote learning period.
- B. Moscow Elementary School also uses DOJO to communicate with students and parents.
- C. We encourage families to communicate with teachers or administrators through whichever means that works best including email, phone, or video conferencing if available.
- D. Please reach out with any needs you or your family may have. We will work with you to make sure you have what you need.

3. Breakfast and Lunch

- A. We will continue to provide breakfast and lunch Monday - Friday. Deliveries will occur between 10 am – 11 am by bus if you have a container the end of your driveway.
- B. If specific changes to either meal delivery or the food pantry are needed, we will notify families through our alert system as well as post on our website:
<https://www.sad13.org/>

4. Educational Expectations

We recognize that all of our families will be in situations that may make remote learning uniquely challenging. Please look at the information we are providing as a guide to offer learning opportunities that encourage students to **engage** in tasks that are meaningful, consistent with normal classroom routines, and can be completed based on your family's unique situation. What follows is a suggested schedule for grade spans Pre-K to 4 and grades 5 to 12. Based on your child's needs, which you know best, they may be able to do more or less.

MSAD 13/RSU 83 Remote Learning Opportunity

Pre-K to Grade 4

Objective: These are activities that students can complete independently to maintain skills learned in school.

Sample schedule		Important information
Suggested Time Frames	How and what will students learn today?	<ul style="list-style-type: none"> ● These educational opportunities are meant to provide parents with resources for student learning to continue at home. ● Don't hesitate to contact your classroom teacher by email with questions. ● Students will benefit from engaging with academic materials daily in order to maintain skills. We encourage you to establish routines with kids to maximize this impact. ● Set goals: setting daily goals for what your child will accomplish can help to make tasks meaningful and build confidence for students. ● For students receiving special education services, please see their distance learning plan and contact their case manager with any questions.
15 - 30 mins per day math activity	<ul style="list-style-type: none"> ● We encourage you to establish a routine; for example 2 to 3 learning activities in the morning? and 2 to 3 learning activities in the afternoon. (Whatever fits your situation.) ● Students should be doing a variety of learning tasks. Use the websites, menus, or resource packet to find something interesting to learn in each category. ● This is a suggested time-frame. Your child may do more or less depending on what's appropriate for them! 	
15 - 30 mins per day Reading together		
15 - 30 mins per day Writing		
15 - 30 mins per day movement activity		
Choose 1 of the following areas to do each day: music, art, science or social studies 15 - 30 mins		
Optional activities 15 - 30 mins	<ul style="list-style-type: none"> ● Choose an activity from the menu or have your child explore a topic of their interest. 	

MSAD 13/RSU 83 Remote Learning Opportunity Grades 5-8

Objective: These are activities that students can complete independently to maintain skills learned in school.

Sample schedule		Important information
Suggested Time Frames	How and what will students learn today?	<ul style="list-style-type: none"> • These educational opportunities are meant to provide parents with resources for student learning to continue at home. • Don't hesitate to contact your classroom teacher by email with questions. • Students will benefit from engaging with academic materials daily in order to maintain skills. We encourage you to establish routines with kids to maximize this impact. • Set goals: setting daily goals for what your child will accomplish can help to make tasks meaningful and build confidence for students. • For students receiving special education services, please see their distance learning plan and contact their case manager with any questions
20 – 40 mins per day Math	<ul style="list-style-type: none"> • We encourage you to establish a routine; for example 2 to 3 learning activities in the morning? and 2 to 3 learning activities in the afternoon. (Whatever fits your situation.) 	
20 - 40 mins per day Reading/ ELA		
20- 40 mins SS on M & W; Science on T & TH		
20 - 40 mins per day movement activity	<ul style="list-style-type: none"> • Students should be doing a variety of learning tasks. Use the websites, menus, or resource packet to find something interesting to learn in each category. • This is a suggested time-frame. Your child may do more or less depending on what's appropriate for them! 	
Choose 1 of the following areas to do on different days: music & art		
Optional activities 15 - 30 mins	<ul style="list-style-type: none"> • Choose an activity from the menu or have your child explore a topic of their interest. 	

MSAD 13/RSU 83 Remote Learning Opportunity Grades 9- 12

Objective: These are activities that students can complete independently to maintain skills learned in school.

Sample schedule		Important information
Suggested Time Frames:	How and what will students learn today?	For students: <ul style="list-style-type: none"> ● Follow our established Gray/ White day rotation. April 27 is a “Gray” day.
30 - 45 mins per day Blue day class		
30 - 45 mins per day Blue day class		
30 - 45 mins per day Blue day class		
30 - 45 mins per day Blue day class		
<i>The pattern repeats for Gray days.</i>	<ul style="list-style-type: none"> ● We encourage you to establish a routine. For example 2 classes in the morning and 2 classes in the afternoon. (Tailor the routine to fit your needs.) ● Assignments can be found in the teachers google classroom. ● These are suggested time-frames. Your child may do more or less depending on what’s appropriate for them! 	<ul style="list-style-type: none"> ● Don’t hesitate to contact your classroom teacher by email with questions. ● Check in with your advisor weekly through established procedures. (Your advisor will communicate this with you.) ● Establish a routine that works for you and your needs and be consistent. ● If you struggle with a deadline please communicate directly with the teacher about flexibility. ● For students receiving special education services, please see their distance learning plan and contact their case manager with any questions regarding that plan.

The following are recommended lengths of **sustained** attention in remote learning activities.

Grade Level	Recommended Length of Sustained Attention
Pre K	3-5 minutes
K	3-5 minutes
1-2	5-10 minutes
3-4	10-15 minutes
5-8	1 subject area or class
9-12	1 subject area or class

MSAD 13 Interim Remote Learning Grading Plan

- All students will be “Transferred” to the next grade level unless parents indicate a desire for retention.
- All students will be assessed in the fall to identify and close learning gaps.
- Moscow Elementary School students will continue to receive work and feedback aligned to their ability levels.
- Valley Jr./Sr. High School students will continue to receive work and feedback along with one of the following grading classifications:
 - **Graded** = student work receives a numerical grade because it will improve overall semester grade/GPA
 - **Collected** = student attempted to meet standards but when graded it harms semester grade/GPA
 - **Incomplete** = part or all of student work is missing

5. Virtual Etiquette & Things To Know

- A. Be punctual! Meetings start and end on time. Be ready about 5 minutes before the meeting starts.
- B. During conferences, students are not required to have their cameras turned on; this is **OPTIONAL**. Students can also blur their backgrounds if their cameras are turned on.
- C. With **LARGE** groups, **MUTE** your laptop so the background noise doesn’t overwhelm the group or interfere with someone who is speaking. **UNMUTE** to talk and **MUTE** again when finished.
- D. If your video is lagging, turn off the video feature and only use the microphone.
- E. Remember that behavior expectations for students are the same in a virtual classroom setting as they are in person.

6. Contacting Professional Staff

The following is information to assist in communication with our professional staff:

- A. **All teachers** are available 9:00 am to 2:00 pm via email. Questions outside that time will be returned within 24 hours unless it is the weekend. In grades 6 - 12 teachers may offer online office hours through Teams.
- B. We have asked advisors at grades 9th through 12th grade to reach out to their advisees at least once weekly to offer support. This may be done through email, phone calls, or google classrooms.
- C. Elementary level (PreK to Gr 4) teachers will reach out through established procedures which may include phone or email and may include digital platforms such as class dojo.
- D. **School Counselors** can be reached by email between the hours of 9am and 2pm. Questions outside that time will be returned within 24 hours unless it is the weekend. Online platforms will be used for individual meetings that are appropriate for the grade level. Students who were receiving counseling at school prior to the shutdown will be contacted by Marcy Melcher to inquire about the student's preference to continue and to set up online counseling if determined. School Counselors will reach out to parents prior to a meeting. Any parent who would like to opt their child out of participation in virtual counseling through Teams should contact Marcy Melcher at marcy.melcher@sad13.org or at 207-672-3300, email is preferred mode of contact if able. If a student is in crisis, parents or students should call the **crisis hotline at 1-888-568-1112 or 911**. All mandated reporting protocols will be followed during online/phone interactions with students, **DHHS reporting line: 1-800-452-1999; Parents PLEASE be aware that if YOU or YOUR CHILD reach out to any school staff, including school counselors, outside of school hours, your message will NOT be received or responded to until the next school day.**
- E. **Health concerns** can be directed to Mel.Chadbourne@sad13.org times, any medical questions should be directed to your child's primary care provider or if an emergency, call 911.
- F. **Special Education** - Please reach out to your child's case manager, related service provider or classroom teacher with specific learning plan questions. If you have other questions regarding meetings, district plans or anything else related to special education, please contact Melissa at the Special Education Office at 672-3300 ext. 119 or at Melissa.Lyons-Vitalone@sad13.org.

7. Internet resources to support remote learning

If your family qualifies for free and reduced lunch:

- OTT/Otelco is providing free home internet access for 60 days for PK-12 students who qualify under the National School Lunch Program for free or reduced meals.
- To request this service, complete [the form on Otelco's website](#) or call OTT/Otelco at 1-833-OTELCO1.

<https://services.otelco.com/en/free-student-internet-covid-19>

If you currently have Verizon Wireless as a cell phone service provider:

- Verizon is offering 15GB additional Mobile Hotspot data to nearly all plans, to be used between 3/25/20-4/30/20.
- Please refer [here](#) to learn more.

<https://www.verizonwireless.com/support/covid-19-faqs/>

If you currently have T-Mobile as a cell phone service provider:

- All T-Mobile customers as of March 13, 2020 who have plans with data will automatically have unlimited smartphone data through May 13 (excluding roaming). No action required.
- T-Mobile postpaid and Metro customers on plans with HotSpot data can add 20GB (10 GB /month for two months) of Smartphone Mobile HotSpot at no extra charge. (excludes Prepaid T-Mobile Connect)
- Please refer [here](#) to learn more. **<https://www.t-mobile.com/support/account/covid-19-updates>**

If you currently have Sprint as a cell phone service provider:

- Current customers can receive unlimited data for 60 days with metered data plans.
- They are providing 20GB of Mobile Hotspot data free to customers with hotspot-capable devices. Please refer [here](#) to learn more.

<https://www.sprint.com/en/landings/covid-19.html>

If you currently have US Cellular as a cell phone service provider:

- Eliminated overage charges for those of you on legacy plans, including Shared Connect and other postpaid and prepaid plans with data limits, so you can use the data you need without worrying about your bill.
- To further enhance your experience, if you are currently on a limited 2GB or 6GB plan, your plan will not be throttled to 2G speeds at those thresholds.
- Additionally, extra data provided beyond your plan will be delivered at speeds that are suitable for standard definition video quality.
- If you're on an Unlimited Everyday or Even Better plan, we've provided you an extra 15GB of hotspot data to adjust to any shifting and varying work arrangements.
- Please refer [here](#) to learn more.

https://www.uscellular.com/?utm_source=msn&utm_medium=cpc&utm_term=+us%20+cellular%20+com&utm_campaign=B_ENT_Enterprise_MB&utm_content=website&msclkid=10e8e8c17c611da6896ab64a695ce135

If you are concerned about being able to make internet payments during this pandemic:

- The Federal Communications Commission (FCC) has issued guidance for providers limiting or eliminating service termination, late fees, and other access supports.
- Read full guidelines [here](#).

<https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/FCC%20Release.%20Keep%20America%20Connected%20%282%29.pdf>

8. Graduation

Commencement Plan A (50 People)

Marching Practice June 5 @ 2 PM (Seniors ONLY)

Graduation Commencement June 7 @ 2 PM

- Each family will have a room at Valley (up to 15 maximum occupancy) with live-streamed broadcast on a large screen in each room.
- Families will be invited to come to the Gym when their senior receives his/her diploma and recognition/awards, then return to their room to view the remainder of the ceremony.
- The entire ceremony will be live-streamed.

Commencement Plan B - Hybrid (10 People)

- Students and up to 9 family members each located in different rooms at Valley with live-streamed broadcast on projectors.
- Pre-recorded speeches.
- Senior walks across stage for diploma, awards, scholarships (up to 4 family members present in gym)

- Senior and family return to their room.
- Tassel-turning live streamed.

Commencement Plan C -Virtual Only

- Pre-recorded speeches, awards, scholarships – streamed on June 7 @ 2 PM.
- Diplomas delivered.