



Hudson Memorial School Remote Learning Academy Handbook 2020-21

Remote Learning Academy- HMS

As students join the Remote Learning Academy, there is an expectation for this experience for real-time, synchronous learning and instruction taking place with direct teaching from Hudson School District Teachers. All students will need to login to their classes synchronously following these bell schedules:

6th Grade Bell Schedules					
	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
7:35 - 7:50	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
7:50 - 9:15	A	A	7:50-8:34 A	F	F
			8:37-9:21 B		
9:20 - 10:45	B	B	9:24-10:08 C	E	E
			10:11-10:40 FOCUS		
10:50 - 11:20	Lunch 6	Lunch 6	10:42-11:12 Lunch 6	Lunch 6	Lunch 6
			11:15-11:59 D6		
11:25 - 12:50	D	D	12:02-12:46 E	FOCUS	FOCUS
			12:49-1:33 F		
12:55 - 2:20	C	C	1:36-2:20 G	G	G

7th Grade Bell Schedules

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
7:35 - 7:50	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
7:50 - 9:15	A	A	7:50-8:34 A	F	F
			8:37-9:21 B		
9:20 - 10:45	B	B	9:24-10:08 C	E	E
			10:11-10:40 FOCUS		
10:50 - 11:30	D1- 7	D1-7	10:42-11:26 D	FOCUS 1-7	FOCUS 1-7
11:30-12:00	Lunch 7	Lunch 7	11:29-11:59 Lunch 7	Lunch 7	Lunch 7
12:05 - 12:50	D2-7	D2-7	12:02-12:46 E	FOCUS 2-7	FOCUS 2-7
			12:49-1:33 F		
12:55 - 2:20	C	C	1:36-2:20 G	G	G

8th Grade Bell Schedule

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
7:35 - 7:50	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
7:50 - 9:15	A	A	7:50-8:34 A	F	F
			8:37-9:21 B		
9:20 - 10:45	B	B	9:24-10:08 C	E	E
			10:11-10:40 FOCUS		
10:50 - 12:15	D	D	10:42-11:26 D	FOCUS	FOCUS
			11:29-12:13 E8		
12:20 - 12:50	Lunch 8	Lunch 8	12:16-12:46 Lunch 8	Lunch 8	Lunch 8
			12:49-1:33 F		
12:55 - 2:20	C	C	1:36-2:20 G	G	G

Student Experience

- All students will participate in daily check-ins either via Microsoft Teams or attendance check-in assignments. This will occur each day first with an expectation to “check-in” to Homeroom on Google Classroom for an open Teams time or an attendance check question each day.
- All synchronous classes will meet during a schedule set by each level of schooling. Students in RLA at Hudson Memorial can expect 2 synchronous classes per week for each subject.
- Support sessions will occur during FOCUS periods on Thursdays and Fridays with check-ins with teachers as scheduled. During FOCUS period, students are expected to check-in with at least one of their teachers on a pre-determined schedule.
- Students will attend all synchronous (Teams meetings) learning sessions with their teacher during the scheduled times as posted on Google Classroom.
- On Wednesdays, it is a check-in day, and students will still be required to check in for attendance, other options may be provided at teacher’s discretion.
- Should a student need to miss a synchronous session, prior notification must be provided to the teacher/school by calling the school’s attendance line at 886-1240.
- If a student is unable to attend a synchronous session due to illness or travel, make-up work will be received and completed upon return.
- The school district’s attendance policy applies to remote learning
- Students will follow the Acceptable Use guidelines set forth by the district and follow video conferencing and online rules of etiquette, including being sure to sign into Teams meeting using their first and last name.
- When a student is not participating in instruction synchronously, they can be working independently on work from the previous class, preparing questions for the next class, or getting some time away from their screens.
- Homework assignments should be completed prior to the next scheduled class.
- Should questions or concerns arise, students should reach out to their teacher via email from their student account.

Students participating in Remote Learning Academy will:

- Check Google Classroom and their sau81.org email account daily for messages, assignments, and synchronous schedule.
- Be dressed appropriately for school
- Be on time and on camera
- Participate in live instruction with classroom teachers as established through Teams meetings for synchronous instruction as determined by classroom teachers
- Ensure that all work completed is their own
- Ask for feedback from teachers on assignments
- Know when their teacher(s) are available for help during FOCUS periods on Thursdays and Fridays
- Follow the Code of Conduct as outlined in the Acceptable Use policy
- Submit completed assignments by the established deadlines
- Have a proper space in their home set aside to do work i.e. kitchen table, desk, that is consistent
- Contact the Student Help Desk (studenthelpdesk@sau81.org or 603-816-3553) with any technical difficulties with school devices or computer access.

Students need a computer with a camera and wireless internet access to participate in Remote Learning Academy. The district will loan equipment to students that need it.

Parent & Guardian Support

The remote learning experience is different than attending school daily. Parents and guardians will play an important role in their student's success in remote learning.

Parents will:

- Report/call in their child absent- 886-1240, if they are unable to participate in the day's learning, or should the student need to miss a class (or part of a class) due to a scheduled appointment.
- Have a space set aside for your student to do their work i.e., kitchen table or desk, that is consistent and free from distractions
- Make sure their student checks Google Classroom and their student email accounts, as assigned by their teacher
- Be aware of the teachers' daily expectations and support your student's learning to meet those expectations
- Know the school schedule and how to contact the teacher with questions
- Contact the teacher from your parent email account to ask questions
- Understand how to use remote learning communication tools including Microsoft Teams, PowerSchool, Google Classroom, or others (grades in PowerSchool, notes on assignments, and possible emails) from teachers on their student's assignments

Teachers

Remote Learning Academy teachers are solely assigned to Remote Learning Academy, except for select Unified Arts Teachers who may be teaching in-person and RLA at the same time.

Teachers will:

- Communicate expectations to students and families about the instructional plan for the week, including learning objectives, required activities, assignments, links to resources, and assessments, along with any associated due dates
- Follow the pacing guide for their grade level
- Meet daily on a pre-determined schedule with in-person instruction
- Interact with students in real-time to deliver lessons, facilitate discussion and lead other instructional activities
- Provide timely and meaningful feedback on student work
- Communicate information about grading and returning assignments and exams
- Be available during specified times for student questions and support
- Submit attendance pursuant to the individual school protocols
- Notify administration/school counseling of any student not engaging in remote learning or doing assigned work
- Participate in content/grade PLCs
- Follow guidelines for teacher absences or illness

Technology Tools

- Google Classroom will be used to share information with students and track assignments
- Microsoft Teams (which students have with their student account) will be used for live instruction; Teams is like Zoom
- Grades will be shared via PowerSchool
- There are other apps that students and teachers will use during remote learning to improve the experience