



**Remote Learning Academy
Student and Parent Hand book
2020-2021**

Dear Students and Parents,

This handbook was developed for you as a quick resource for your convenience and for our unique learning environment. All students in RLA will abide by the Fairfield Public Schools policies in addition to these procedures and protocols. District information is available on our webpage and the district website. Please read this document. We will be revising our handbook as the year progresses based on situations that may occur that require action or revision. We will alert you to any changes. Thank you for your cooperation as we all become more efficient and accomplished in this virtual learning environment. The needs of our families come first and we will support you and our staff through any difficulties we may encounter.

Eileen O. Roxbee

Principal

Internet Connectivity and Power Outage

Our school relies on the capabilities of internet and utility preparedness. We also rely on our IT department to help support devices and troubleshoot issues at home for you and for our staff. While we cannot predict the weather, or when outages may happen, we do want to have plans in place to address possible situations that may occur in our fickle New England weather.

- In the event of a weather related power outage, if you do not have power to your home, parents are required to alert the school by calling the absentee line (203-255-3480) stating that you do not have electricity in your home. Days missed will be excused absences, however, students must continue to work on projects and assignments as directed by teachers while they have power on their devices. Please be sure to have your devices charging overnight in preparation for such an occurrence.
- Similarly, if you experience an internet outage, please follow the same procedure as a power outage. Call the absentee line and leave a message stating that you do not have internet service. Days missed will be excused absences, however, students must continue to work on projects and assignments as directed by teachers where possible.
- If you are experiencing district supplied device issues, please contact REGHELP for assistance. IT support is available every day from 9:30 – 2:00 at McKinley School. You must make an appointment through REGHELP in order for us to maintain social distancing. Masks are required for service.
- If the District has a shut down due to weather related issues or other events, please follow the district message received.
Remote and hybrid students may have a different instructions
- In the event your child's teacher has an internet or power outage, a message will be posted in their Google Classroom with instructions for the day. Every effort will be made to have a substitute enter the Google Classroom for live instruction. This

may not be possible due to the nature of the outage(s) as the outage(s) may affect our substitutes as well.

In the event of an individual student Google issue, please alert your classroom teacher(s). Every effort will be made to send work via email given the teachers schedule. However if the outage is widespread, we will revert to the above mentioned protocol.

ATTENDANCE

RLA students are required to follow the Fairfield Public Schools attendance policies 5113(a)/c-19.8 (a-f) as listed on our district website. Please note that ***checking in DOES NOT equate to attendance in a class. Completing assignments DOES NOT equate to attendance. Students MUST be present in the Google Classroom in order for attendance to count.*** The subject area or grade level teacher verifies this information daily. The exceptions to this are homeroom and study hall in the middle school where attendance is not taken. We appreciate all you are doing at home to set the expectations for not only attendance, but for participation and engagement.

HOMEWORK

All RLA students will follow the district homework policy 6154(a).

DISCIPLINE

All RLA students will follow the district discipline policies 5131.61, 5131.7, 5131.9, 5131.91.

RLA Teachers will exit any student from Google Classroom for violating the policies and classroom rules related to behavior. Parents will be contacted by the teacher in the event that a student is exited from the classroom. Additional disciplinary actions listed in the district policies will be enforced.