

December 31, 2020

Dear Parents and Guardians:

As a follow up to my communications from November 26 and December 2, and December 14, I am reaching out to parents and guardians regarding the next transition step in planning for online learning in the new year as announced by the Premier:

On November 24, 2020, Premier Kenney announced that elementary students would return to learning online for one week following Christmas Break (Jan. 4-8) and then resume face-to-face education on January 11, 2021.

We want to ensure that you know what is happening as we move from face-to-face to online programming. We aim to make this a seamless transition. All parents and guardians would have received specific information from their child's homeroom teachers on Friday, December 18, 2020, via email to provide student expectations for online learning, attendance, and engagement.

As a school division and school, we have compiled some resources that parents can access to become more familiar with the technologies their children will use for their learning. These are platforms that our students have been using in their classes already in the school year. The link below provides parents and guardians with an overview of the Google Classroom Platform: [Parent Resources for Online Learning](https://sites.google.com/gsacrd.ab.ca/parent-resources-online-learni/home#h.jichwybj5i9q) (<https://sites.google.com/gsacrd.ab.ca/parent-resources-online-learni/home#h.jichwybj5i9q>). It is here where parents and guardians can get more information on how to:

- Sign in to Google Chrome and G Suite for Education apps - How students log in and access the various learning apps that they will use in their studies.
- Use Google Classroom – The platform where students will receive lessons, materials (print, audio, and video), receive feedback, collaborate with
- Join a Google Meet - This is how students can interact with each other and 'face to face' with their teachers)
- Use Read & Write for Google Chrome – 'Reads' out text for students.

The online learning tab is accessible on our school website for additional information about online education, resources, and tips shared in the spring.



**WHAT STARTS HERE CHANGES THE WORLD**

Second, the links below provide parents and guardians with an overview of the SEESAW Learning Platform:

- What is Seesaw? Introduction for Families: <https://youtu.be/pzlrtDR84KY>
- Take a Look Inside the Seesaw Family App: [https://youtu.be/fztA8m\\_4U5A](https://youtu.be/fztA8m_4U5A)
- Family Vs Student Seesaw App: <https://help.seesaw.me/hc/en-us/articles/360040479311-Can-families-complete-activities->

Leading up to the Christmas break, teachers were investing time to review and instruct students on how to access learning materials on their Google Classrooms, SEESaw and other online learning applications that students would encounter during the online learning period.

**All teachers have shared specific expectations for each of their homeroom classes prior to the break.** As we transition Kindergarten to Grade 6 students to online learning for one week, we will maintain the same attendance and engagement expectations for our students. We expect students to attend online at the start of each class by being on time and with the camera. Parents may communicate with their school and teacher if there are barriers to their child's ability to meet this expectation. However, suppose there is a decision not to engage in online learning. In that case, students are still expected to complete their assignments and learning tasks as homework under their parents' and guardians' guidance as in past practice for family travel/vacations while classes are in session.

**These are the general expectations for students** at Albert Lacombe Catholic Elementary School online learning to ensure that the classes run as smoothly as possible are as follows:

1. Students will sign on at the beginning of each day at 8:30 am (gr. 1-6) or 9:00 am (kindergarten).
2. Attendance will be taken and recorded through PowerSchool. If your child is absent, please contact the school's Safe Arrival Program as you usually would. **If a child is missing during their class, an automated call will be made just as if they were absent in face-to-face instruction.**
3. Students are **not permitted** to record the Google Meet meetings with respect for everyone's privacy.
4. Students are expected to complete all work independently and submit it for assessment. Students can reach out to their teachers during online sessions and 'office hours' at the conclusion of the day. Work completed online will be used for upcoming report cards.
5. The chat feature on Google Meet will be monitored and recorded by the teacher. Students are expected to use it for learning purposes only. Inappropriate use will result in parent contact.
6. Students are expected to be respectful, responsible, and accountable. They are to act online as would be expected of them in class.



7. Student video during their class Google Meets is requested to stay on. The video allows the teacher to see the student and monitor their learning, attentiveness, and participation.
8. Student mics are to be switched on/off depending on the activity.
9. These Google Meet sessions are open to Albert Lacombe students only – students are not permitted to share the classroom links with their friends.
10. Students need to choose a quiet workspace with as little background noise as possible while in a Google Meet to facilitate online conversations.
11. Cameras help us to feel connected. Students need to be aware of their surroundings, dress, and lighting. Respect the privacy of others!
12. Once a student is signed in, the device they are using **should not be moved around between different locations within the home** to minimize the risk of accidental breakage or an inadvertent passing of a place in the residence where privacy would typically be expected.
13. "Raised hand" sidebar function will be used in larger groups to manage discussions.
14. Be present. Multitask later. Students should not be flipping through different screens and applications while class is in session

#### Assisting your Child:

There are several steps that parents and guardians can take to assist their child/ren and teachers to optimize learning in the virtual classroom.

- Please review our online norms/expectations for Google Meet (section above) to be aware of classroom expectations.
- Ensure there is a location within your home that your child/children can work with minimal disruptions, and you can check on them as you determine as needed.
- Parents and guardians, if you are sitting with your child during instruction and assisting them, it is best to have the camera off during this time. We know that parents and guardians have the best of intentions when helping their child, but we want to avoid cases where you are openly correcting your child online in the presence of their peers.
- There is to be **NO recording** of online interaction at any time. Things can be taken out of context and used for unintended purposes, and we want to respect all of our students' privacy while participating in online sessions.
- If you are unsure about something, do not hesitate to contact your child's teacher.



### **Many Faculty Will be Working from Home:**

As per the recommendation of the Chief Medical Officer of Alberta, many of our teachers and educational assistants will work from their homes to deliver and support programming to students. Consequently, when teachers are making calls to student residences, there may be "Unknown caller," "No Caller ID," "Blocked," or "Private Number" that will appear on your call display.

If parents and guardians need to reach their child's teacher, you can either email them, contact the school at 780-459-4478, and a message will be relayed to them, or reach out through Google Classroom or SEESaw.

We would like to thank students for their anticipated effort and engagement in online learning. We are also sincerely appreciative of the support and understanding of parents/legal guardians and families. Blessings to students, faculty, and families as we all "arise" to meet these new challenges and opportunities in 2021.

Yours in education,



Allan Menduk  
Principal  
Albert Lacombe Catholic Elementary School

