

May 5, 2021

Dear Parents and Guardians of Albert Lacombe Students:

To follow up from the Superintendent's communication sent earlier today and the communication I sent out last night, we want to ensure that you know how things will unfold as we move from face-to-face to online programming. We aim to make this a seamless transition. Teachers will be using familiar tools like Google Meets and Google Classroom as learning continues online.

Over the next two weeks of online learning, attendance will be taken in the same manner as it was during face-to-face instruction. The learning will have a focus on literacy, numeracy, religion and physical education in all of our homerooms. Please note, the literacy and numeracy focus may incorporate learning outcomes in other subject areas such as Social Studies and Science as core subjects are not always taught in isolation of each other. When constructing class schedules, all efforts are made to maintain a reasonable amount of screen time for students and the burden on families to support young children who are less independent. This will be achieved through a range of 'live' and independent activities.

In addition to this communication, you will receive information from teachers directly by Thursday evening with information regarding a short live meet to review expectations and to ensure that all students within their class can sign in online.

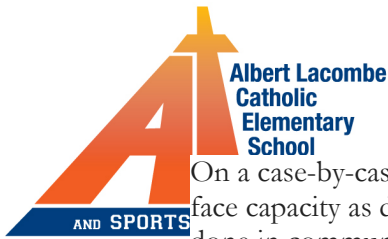
#### **Preparations from Today and for Thursday:**

Preparations from today and tomorrow for online learning include:

- Homeroom teachers sent home 'technology sign-out forms' for students who do not have their own devices for use in the school. Please return these forms to the school tomorrow, and we can send home a Chromebook with your child. If your child does not have access to technology for learning, please contact your child's homeroom teacher directly if you require a device.
- Students have been encouraged to bring home personal and required learning materials for the next 2.5 weeks for today and tomorrow. Some homeroom teachers are preparing required learning materials that will be going home with students.
- On Thursday, homeroom classes will check the lost and found to reunite personal.
- On Thursday, teachers will dedicate time to review student expectations and access learning platforms and applications that students will be accessing while online.
- Thursday afternoon/evening, all families will receive communication from their child's homeroom teacher regarding a scheduled Google meet on Friday.



***WHAT STARTS HERE CHANGES THE WORLD***



On a case-by-case basis, we will continue to serve students with diverse learning needs in a face-to-face capacity as deemed necessary and as per the direction of the Ministry of Education. This will be done in communication with myself (Mr. Menduk) and depending on the individual needs of the student(s).

### Friday Preparations:

Our Division will provide a transition day for our teachers to prepare online materials on Friday, May 7, 2021. **As part of this preparation, homeroom teachers will connect briefly through google meet with students on Friday, May 7, to reiterate what the upcoming two weeks will entail and answer any student questions.** As part of the homeroom teachers' communication that will be sent out on Thursday, May 6, the specific time for the 'Friday Online Meet' will be shared for each homeroom. Albert Lacombe Catholic Elementary School will use the remainder of Friday, May 7, as a transitional day to plan and prepare for the two weeks of online learning. **All Students begin online learning on Monday, May 10.**

Kindergarten students will begin their days at 8:30 AM

Grade 1-3 students will start their days at 8:45 AM

Grade 4-6 students will start their days at 8:30 AM

School sites remain open and can be accessed only by appointment when necessary. Our front office will remain staffed during the regular school day for everyday school operations. If parents/guardians can contact the school and messages can be relayed to the appropriate faculty member.

### 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 beginning on May 10, 2021, to deliver and support programs to students. Consequently, when teachers are making calls to student residences, there will 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.

### Parents/Family Supports:

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-learn/home#h.jichwybj5i9q)

(<https://sites.google.com/gsacrd.ab.ca/parent-resources-online-learn/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 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.

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->

**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:

- 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.**
- Students are **not permitted** to record the Google Meet meetings with respect for everyone's privacy.
- 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.
- 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.
- Students are expected to be respectful, responsible, and accountable. They are to act online as would be expected of them in class.
- 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.
- Student mics are to be switched on/off depending on the activity.
- These Google Meet sessions are open to Albert Lacombe students only – students are not permitted to share the classroom links with their friends.
- Students need to choose a quiet workspace with as little background noise as possible while in a Google Meet to facilitate online conversations.
- Cameras help us to feel connected. Students need to be aware of their surroundings, dress, and lighting. Respect the privacy of others.
- 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.



- "Raised hand" sidebar function will be used in larger groups to manage discussions.
- 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 in optimizing 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.

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, staff and families as we all "arise" to meet these new challenges and opportunities.

Yours in education,



Mr. Allan Menduk  
Principal  
Albert Lacombe Catholic Elementary School

