

RENFREW COMMUNITY ELEMENTARY SCHOOL

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Dear Families,

We hope that everyone continues to stay strong, healthy and are finding ways to adjust to this new, temporary reality that we find ourselves in. Our staff have been working incredibly hard and diligently to provide for the continuity of learning for all of our students. Please remember that this is new for everyone and just like the beginning of the school year, it will take time to get into a regular routine and comfort level with our new classroom communities.

This week, some of our teachers have had the opportunity to come into the building to arrange for learning packages to be picked up by their students, as needed, to supplement their online classrooms. This is not the expectation or recommended to be done on a school-wide basis. It is predominantly for our students with unique learning needs and students/families who may be struggling with technology at home.

This process is done very thoughtfully, with consideration of the health and safety protocols in place that include physical distancing and hand washing in handing out of materials. Classroom teachers will notify parents if they require them to come to school to pick up learning packages.

While teachers continue to be the primary guide for students, the partnership with parents and caregivers is essential to provide assistance, especially for younger children. Throughout the development and implementation of new learning processes, please remember that we all have the same goal: to support children's growth and development.

We'll accomplish this by working together with patience, kindness, and respect. Every classroom situation is as unique as the students that are in it. Teachers are creating online communities that best support the individual needs of students in their own class.

Guidelines for Continuity of Learning – Ministry of Education

- **K-grade 3** Teachers will focus on literacy and numeracy through the core competencies. Teachers will assign work for five hours a week (about an hour a day) and will work with families to deliver these materials digitally or in paper packages as needed.
- **Grades 4-7** Teachers will continue to focus on literacy and numeracy through the core competencies. Teachers will assign work for 5-7 hours a week and will work with families to deliver these materials

Thank you to everyone for your on-going support, patience and kindness as we continue on our journey of learning together.

Please see below for Roles and Responsibilities for Teachers, Students and Parents.

Ms. Sandhu /

Ms. Coughlan

Roles and Responsibilities – Online Learning

Learning Together | Learning in a New Space | Learning for All

Teachers	Students	Parents
<p>Follow guidelines set out by Ministry of Education for continuity of learning</p> <p>Connect with Students via TEAMS, phone calls, emails, My Blueprint etc.</p> <p>Monitor weekly student attendance and follow up with students who have had no contact with the teacher</p> <p>Create and post weekly schedule of learning activities</p> <p>Collect samples of student work for assessment</p> <p>Provide final report card marks at the end of the school year</p> <p>Provide flexibility and choice for when assignments will be due</p> <p>Be clear as to which assignments are to be submitted and which are optional activities</p> <p>Inform students/parents as to when you will be online (whether with whole class, small group, individual) so students will be prepared</p> <p>Provide opportunities for students to ask for clarification (via team chat, email, one to one, etc)</p> <p>Provide opportunities and a time for parents to ask questions, seek clarification outside of online teaching time</p> <p>Inform parents if students are accessing the TEAMS classroom space in an inappropriate manner. (side chats, rude comments, etc.)</p>	 <p>Digital Learning Protocols Expectations for effective digital learning</p> <p>Your learning environment</p> <ul style="list-style-type: none"> Set up an effective learning environment free from distractions. Designate a quiet area in your home Make sure the TV and music is turned off. Use earbuds / headphones Mute microphone Your phone should be put on silence and put away Pause / turn off notifications Close extra tabs No gaming <p>Respect Class time</p> <ul style="list-style-type: none"> Treat this time as if you're in a face-to-face situation. Sit up in a chair Wear appropriate attire Log in on time Have all your textbooks & supplies with you Don't eat during a live session Use the restroom before or after class Don't take your laptop to the bathroom <p>Online Presence</p> <ul style="list-style-type: none"> Use appropriate, professional language Use appropriate avatars <p>Communicate with your teachers! This is new to both your teacher and for you. Emergencies happen. Communicate your situation with your teachers. We want to work with you!</p> <p>Please make sure you follow your teachers' classroom expectations when you are online.</p> <p>Remember our School Code of Conduct</p> <p><i>I take care of myself</i></p> <p><i>I take care of others</i></p> <p><i>I take care of this place</i></p> <p>Ask for help if you do not understand an assignment.</p> <p>Do your best work, have fun, it's okay to make mistakes. WE are all learning together.</p>	<p>Courtesy goes a long way in any setting, including online school classrooms.</p> <p>Make sure your children know how to raise their “virtual hands” and wait to be recognized when responding to a question or comment.</p> <p>Remind them to address the teacher and other virtual school students in a respectful manner, even when disagreeing.</p> <p>Before an online school session begins, have your children eliminate environmental distractions that may divert their attention away from distance learning. (This is good advice for parents who are working from home too!)</p> <p>Clear the room of playful pets or noisy siblings.</p> <p>Minimize background noise by turning off the TV and radio.</p> <p>Turn off cell phones. (No multitasking during class!)</p> <p>Remind them not to let the microphone broadcast unless they are asked to speak. (remember, everyone will be able to hear potentially private conversations in the background) <small>*The ABCs of Online School Etiquette – Dan Reiner</small></p> <p>Allow your children to be as independent as possible as if they were at school. Let them problem solve first before stepping in to assist.</p> <p>Please refrain from using the classroom TEAMS meeting to talk to the classroom teacher during instructional time.</p> <p>Monitor your child’s online activity to ensure it is being used appropriately. Inappropriate use of technology may result in removal from the online platform and other arrangements will be made for delivery of continuity of learning.</p>