



Dear Parents/Guardians,

Please read the following document in full and then should you have questions please contact our office at sab@eics.ab.ca or 587-744-0750.

As you are aware, on November 24th, Premier Kenney announced a State of Public Health Emergency that outlined restrictions upon schools throughout Alberta. Effective November 30th, Grade 7-12 students will be moving to online learning from home until January 11th. As you can appreciate, we are working diligently to make this transition successful.

Staff have been preparing their classes with the required norms, expectations and materials that they will need to be successful in the coming weeks. With the learnings that occurred last spring, we are feeling confident that this temporary transition to online learning will occur smoothly. All subjects for our Gr. 9-12 students will be transitioning to online. Teachers will continue to focus on the essential outcomes of our curriculum.

It is times like this that we are affirmed in our choice to offer a quarter semester to our student body. Unlike in the spring, our students will have fewer courses to manage online. Staff are mindful that program delivery for some courses like CTS and fine arts courses will need to be modified more intentionally to support students. Our intention is to outline how we are transitioning to virtual learning for the next few weeks. A reminder that this is based upon what we know at this time. As always we will continue to be in communication with our SAB families as this COVID -19 experience is continually evolving.

STAFF

- Our SAB administrators, teachers, educational assistants, and other school and divisional level support staff remain available. We will be supporting students online from our school site via Google Meets, phone calls, and, if required, we will arrange in-person meetings.
- Starting December 1, we are pleased to welcome Ms. Katy Litwinow to our school team. Katy is our new Family Wellness Worker (FWW) and is with us part time.

ATTENDANCE

- School attendance continues to be a requirement as we move to at home learning. Students are expected to follow the same school day hours as they typically would have if they were attending school in-person. Morning classes will run from 8:30am - 11:25am. Afternoon classes from 12:10pm to 3:05pm. On Wednesday, 8:30am to 10:55am and 11:40am to 2:05pm.
- Students must be present and ready at the start of class. The expectation is that they will be participating in the same lesson (only now at home) as if they were in our building. Should a student join a virtual class late, perhaps due to an appointment, that is understandable and should be communicated to their teacher. Powerschool will continue to be used by staff to take attendance. If

you have a student who is ill and unable to participate in their classwork, parents are required to use [School Messenger](#) or call the office to alert the staff of their excused absence. Guardians will continue to be notified by phone message should their child be marked absent.

SYNCHRONOUS LEARNING ENVIRONMENT

- Unlike the at home learning we had last spring, SAB classes will now be ‘synchronous’. This means that the class will begin and end at the regular scheduled time and lessons will be live.
- Students who have part time jobs should not pick up additional work hours or take on additional non-curricular tasks during the school day as they will then miss their class.
- Teachers will be instructing **live** which means they will be using web cams and other technology to deliver lessons.
- Students will be required to attend the start of all classes and be checking in regularly. Teachers will be doing attendance at the start of the class and entering this into Powerschool as they normally would.
- Throughout the class, teachers will be available to answer student questions or assist with other challenges during the scheduled class time.

TECHNOLOGY & GOOGLE CLASSROOM

- As you are aware, our high school students are required to bring a device to school as part of our “One to One Project”. We recommend that students bring a laptop, chromebook or tablet device that will work best for them and their learning style. Cell Phones do NOT fit this criteria. The device should be compatible with Google Apps for Education (also known as the Google Suite) – Google Docs, Google Drive, etc. We recommend that the screen is large enough for a student to complete assignments, take notes, and edit work, etc. Here is a link to our EICS One to One program so you can choose the right device: [One to One EICS](#)
- Students in our community who are in rural settings where internet may be an issue are asked to first contact their teacher via email or phone message should connection issues arise. If access to internet is an issue, we can look at possible options for support.
- All students should have access to their teacher created Google Classroom. These are used by all staff to share daily plans, resources, post assignments and collect evidence of learning. It is essential that students are engaged in their Google Classroom everyday as this is the manner in which files will be shared between students and staff. Parents can be invited to join in their student’s class sites to remain informed about upcoming assignments and assessments. Guardians simply need to email their child’s teacher to be added to these sites.
- Students will be responsible for being on time, engaged, and productive during class, and **cameras must be turned on** so each teacher can see each student in class. Students need to be available for each of their entire blocks and free of distractions and interruptions while they are engaged with their classes in order to avoid falling behind.
- Students will require a camera, microphone, and audio on their device.

ACCESS TO THE SCHOOL

In order to support a safe working environment for our staff, students will be asked to respect the following:

- Parents and students who need to drop off or pick up items from our school will need to call the school first unless they have been given an alternate direction from their teacher. Students and parents will access the building only through the front doors which will be open from 8:00- 3:00pm each day.
- In consultation with parents and as a result of provincial direction, students with severe complex needs will have access to the school building and resources.
- Masks must be worn by all students and staff entering the building and hand sanitizer (provided) must be used upon entering the building.

OTHER RE-ENTRY INFO:

EICS has created and shared with all guardians the following document which will continue to be updated as information becomes available. [EICS Parent Re-Entry Document](#)

We appreciate the support of each of our families as we navigate during this difficult time. We want to thank you in advance for making this pivot to online learning along with your student. We all will be doing our part to keep our school safe. We want to encourage you to contact us with any questions or concerns that you may have. We also understand this pandemic and these changes within education and society as a whole may increase the need for mental health supports. Please see this site for help: [EICS Mental Health Supports](#).

Our prayers are with those who are struggling with Covid as well as those experiencing hardship due to the closures that are occurring at this time.

Sincerely,

SAB Leadership Team