

Rocky View Schools



RVS ONLINE LEARNING PARENT GUIDE 2020-2021

VERSION 1.0

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RVS Online Learning parent guide 2020-2021

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Introduction

In response to CoVid19 and the global pandemic, Rocky View Schools offers online classes for students enrolled in grades 1 through 12.

Scenarios and Online Learning

Scenario 1 – [In School Learning](#) with options for online learning

- Full-time Online Classes (Gr. 1-8/9), registration in home school
 - Online classes have been constructed due to COVID and are not regular offerings in RVS.
 - Online classes include Regular, French Immersion and Faith-based programming.
 - *Grade 9 students who attend multi or middle schools will have full year courses.*

- Full-time Online Classes (Gr. 9-12), registration in RVS Online Learning
 - Students enrolled in high schools can choose RVS Online Learning courses in a structure that includes synchronous (live) learning sessions and/or tutorials with the teacher.
 - Asynchronous (recorded, task based) options continue to be available through RVSO and WE Connect, both established online options for High School students in RVS.
 - *Grade 9 students whose designated school is a high school will have semestered courses.*

Scenario 2 – [Blended Learning](#)

Scenario 3 – [Fully Online Learning](#)

Section 1 – Getting Started

Technology . . . an excellent first step for parents.

- Become familiar with the technology your child's teacher is using.
 - [RVS Online Technology Tips](#) – includes Google Classroom and Moodle tutorials.
- Make a note of needed sites and passwords and place them in your child's workspace for easy access.
- Student/Parent Technology Support Hotline.**
 - studentsupport@rockyview.ab.ca
 - 403-945-4083

Connect with the online teacher.

- Watch for a communication from your child's teacher. Tip: Check your e-mail junk folder!
- Be aware of how best to communicate with your child's teacher.
- Reach out before or after learning times are scheduled.
- Be patient. Your child's teacher will try to respond to you within 24 hours during the workweek.

Connect with your child's designated school.

- Be informed. Read your child's school newsletters and communications.
- Bookmark the school website.
- Bookmark the school Learning Commons page on the website.
- Bookmark your child's online class for easy access.

Create a Learning Space for your child.

- Incorporate comfortable seating with devices and other school supplies easily accessible.
- Limit background noise and distractions. Keep siblings and pets out of the learning space.
- Be nearby so you can see your child and provide support as needed.

Good to know – EVEN WHEN YOUR CHILD IS WEARING HEADPHONES, the class can see and hear what is happening around your child.

Support for Elementary/Middle School Students

Support your child to follow daily learning routines similar to school.

Your child should:

- Get up and get dressed in school clothes.
- Have breakfast.
- Be ready for learning. Check devices are charged and working.
- Log into synchronous zoom sessions just before the start time.

To best support your child's learning, follow 'The Goldilocks' Rule'

- Not too MUCH – Hovering and providing answers can be distracting and inhibit thinking/learning.
- Not too LITTLE – Learners who need help are at risk of becoming frustrated and sometimes quit.
- JUST RIGHT – Learners with 'just the right amount of support' are willing to take risks and become self-directed learners over time.

Be aware of the Freedom of Information and Privacy Act (FOIP)

- Do not record or take pictures of students and their teachers during synchronous learning times.

What to Expect. The First Week

Support your child and your child's teacher through this adjustment period of online learning.

- Remember: Your child's teacher will take time to teach the class how to use their new tools and how to work together online.
- The pace of instruction will be significantly slowed to make room for this new and significant learning.
- Trust your child's teacher to adjust expectations as the class becomes more comfortable with a 'new way of working together' – usually after the first week or two.

Section 2 – Communication

Communication and the School

Online students remain registered with their home school. It is important to continue to be informed through your child's school.

- Continue to receive **school communications** via e-mail and phone for essential updates.
- Bookmark and regularly check the **school website** for 'need to know' and 'just in time' information placed there by Rocky View Schools.

Communication and the Classroom

- Grade 1-9 parents, be sure to read the Week at a Glance and Daily Plans provided by the teacher and prepare or monitor your child's preparedness to learn.
- Consider your child's age and independence level, determine 'how close to the action' you will need to be.
- Let your child be 'front and center' during synchronous sessions; this is a 'students only' time with their teacher.
- If you have comments/observations you would like to share with the teacher, please send them at the end of the day, when the teacher is not in a live session.
- Teachers are NOT able to answer parent e-mails during online sessions with students.** Teachers will respond to student questions within the school day and are expected to respond to parent communications within 24 hours.

Communication and the Classroom – Body Language

Body language – and language – is fundamental in a virtual context.

Just a quick reminder. Headphones may cancel out what your child can hear but the microphone is projecting the conversations in the household...into the classroom.

You're welcome!

...we have days like that too...

Communication – Addressing Concerns: A Solution Focused Approach



Addressing Concerns

Alberta school authorities make reasonable efforts to resolve concerns of parents. Despite these efforts, when parents do not agree with a decision related to their child's education, the first step is to talk to the teacher to try to resolve the concern together. If you are unable to resolve the concern, the next step is to talk to the school's principal or assistant principal. Together with the parent, teacher and school administration, most issues can be resolved.

(retrieved from <https://education.alberta.ca> April 2016)

Steps for Parents:

- Share your concern about your child's learning and/or school experience with the teacher(s). Include the impact that you see for your child. Is your child's education being impacted? Is your child struggling with a social or emotional aspect of school?
- Share how you have supported your child in this concern to this point and how your child has responded.
- Ask the teacher to share his/her perspective. What is the teacher seeing at school? What ideas does the teacher have to address the challenges that you have put forward?
- Develop a plan together. What will happen at school to support your child? What will happen at home to support your child?

Determine a date for review. When will you talk about 'how things are going' with your shared supports in place?

Are you still concerned? Contact your child's school administrator for additional conversation.

Take the time to celebrate with teachers when you see that your child is doing well – your investment of time goes a long, long way in building that very important partnership that ensures we are all doing the best we can and building the best school community for families.

Section 3 – Routines and Procedures

Absences

Absence – Student

Please email your child's teacher if your child is going to be absent. Please include the reason and duration of the anticipated absence.

Absence – Teacher

If your child's teacher is away or ill, they will call for a substitute teacher. Watch for:

A wonderful substitute teacher to meet the class during the online live session, or

A message indicating the morning and/or afternoon session(s) have been cancelled.

Communication of Student Learning

Three-Way Conferences and Goal-Setting

Online classes follow [RVS Communication of Student Learning](#) procedures including Three-Way Conferences.

Before the Three-Way Conference:

Watch for information from your child's teacher about virtual conferences.

Sign up using the instructions provided by the online teacher.

Log in a few minutes' prior to your scheduled conference time. You will be in a 'waiting room' until the teacher admits you to the conference. Please be patient as the teacher wraps up the previous conference.

During the Three-Way Conference:

- Note your child's strengths and areas for growth.
- Work with your child and the teacher to create a learning goal(s) to build on strengths and move learning forward.
- Celebrate your child's growth and learning and commit to ongoing support of your child's learning from home.

After the Three-Way Conference:

- Support your child and monitor learning goals.

The Parent Portal and the Report Card

The [Parent Portal](#) provides access to information about your child's learning at any time. Parents can gain insight into how students are doing as they work through assignments, and also check on overall grades.

- Ensure you have your log-in and password for the Parent Portal. Contact your child's home school, if you require assistance.
- Monitor the portal for assignment information and teacher provided feedback about your child's learning.
- Support your child to focus on the feedback in daily work, where applicable.

A final Report Card will be provided as a summary of your child's learning in June via PowerSchool Parent Portal.

The Digital Portfolio (Elementary/Middle)

RVS uses myBlueprint. You can read more about the use of student portfolios on the Rocky View Schools [website](#).

- Watch for specific information about myBlueprint to come to you from your child's teacher.
- Learn more about what to expect through [myBlueprint.ca](#).

Connecting with Friends/Families (Elementary/Middle)

At times, parents will want to set up virtual play dates/meets with friends from the online class. Online teachers are not able to direct or facilitate contact between families.

However, if you would like your own information shared with another family, the teacher may share your information provided there is a written request to do so.

Individual Program Plans (IPP's)

Students who have an Individualized Program Plan (IPP) will continue to be connected to the Learning Supports Team in their home school.

In some cases, these are the individuals that know your child's learning needs. In other cases – such as during a transition to a new school, these are the individuals who will need to know your child's learning needs.

In either case, the priorities for your child's program plan may also change through a move online. Zoom video conferencing routines, for example, may take center stage for a time.

You, with your child's learning team, will determine the way forward concerning Individual Program Plans.

Scheduling Extracurricular Activities

(e.g. Swimming lessons)

Teacher schedules/online live sessions are shared with families as part of the Week at a Glance and/or Daily Schedule.

Families are encouraged to schedule regular activities, such as swimming lessons, outside of school hours, where possible. Otherwise, it is important to plan regular activities outside of the synchronous sessions.

Unfortunately, rescheduling synchronous sessions is more challenging than it would appear on the surface. Thank you for understanding.

School Photos

Your child's school will share dates/times that school photos will be taken at the school. Watch for information about school photos through your child's school communications which may include:

- Newsletters
- Website
- E-mail to families

Note: Your child's online teacher may or may not be aware of the different dates and times that the school is hosting photographers. Please connect with your child's school directly with any questions or concerns.

School Supplies

Students in Grades 1 through 4

- RVS provides student supplies in Grades 1 through 4 at the beginning of the school year.
- Schools arrange for families to pick up supplies directly from the school.
- Students moving to online classes through the school year will need the supplies provided earlier in the year.

Students in Grades 5 through 8/9

- Check with your child's teacher to confirm what school supplies are required.

Students in Grades 10 through 12

- High School students should ensure they have access to all course materials. Students/parents should contact the designated high school with questions/concerns regarding access to course materials.

Student Supplies – Digital Resources

Students in online classes have been provided with digital learning resources which may include:

- [RAZ Kids](#)
- [Mathletics](#)
- Je Lis (French Immersion)
- Discovery Education (K-12)
- Mystery Science (K-5)

Online teachers will provide site and log-in information to online students.

Additional virtual resources are available through [Rocky View Schools Online](#) site.

Families are encouraged to stay connected to local libraries for additional digital materials as well.

Technology

[Rocky View Online Technology Tips](#) is a resource of information for:

- Internet and Digital Safety
- Zoom Video Conferencing and Google Meet
- Google Classroom and Moodle
- G-Suite for Parents
- Microsoft Office
- Accessibility/Read & Write for Google Chrome
- Digital Portfolios including myBlueprint
- E-Books and online libraries
- Video Learning Resources including Discovery Education and Criterion on Demand

Virtual Field Trips and Presenters

Online classes are encouraged to participate in virtual field trips and host classroom presentations. Virtual excursions and presenters enhance learning and may be available at not cost. Some, however, have an associated per student fee.

- Watch for information from your child's teacher regarding virtual field trips/presenters.

Payment, if applicable, may be made through SchoolCash Online.

Consent is not required as the associated risks including site visits and travel are not applicable in a virtual environment.

Volunteering

We love our volunteers! Online classes offer unique opportunities for volunteering. Thank you for your patience while we learn how to best tap into virtual volunteering.

In preparation for volunteering, please be reminded that volunteers working directly with students, even virtually, require:

- A Criminal Record Check
- A signed Confidentiality Agreement

Please contact your child's school to access a letter to accompany your request for a Criminal Record Check as well as the Confidentiality Agreement.

Section 4 – Good to Know

French Immersion Online

Rocky View Schools is proud to offer French Immersion to online students!

- Attend all online sessions to provide your child(ren) with as many opportunities throughout the day to hear and speak French.
- Ensure that your child(ren) experiences French content at home through TV shows (cartoons), music, books, magazines, etc...
- For language support, access online dictionaries like wordreference.com. Avoid using direct translations programs.
- Remember that, while students are part of a French Immersion program, English Language Arts is part of student programming for Grades 3 and up.
- Consider connecting with your local chapter of Canadian Parent for French for additional support – <https://ab.cpf.ca>

School Days

Online classes follow the [school calendar](#) as outlined by Rocky View Schools.

Section 5 – Year End

Student Registration

2021-2022 School Year

Students are automatically re-enrolled in their home school/designated schools. Students completing elementary school, for example, are automatically enrolled in their designated middle school.

Families should watch for updates regarding how COVID will impact student programming in the new school year.

Further information regarding Expression of Interest in online programming will be shared with families if online programming options continue to be offered.

Year-End Report Cards

You have been watching your child(ren) learn and grow through the school year. Information housed in the PowerSchool Parent Portal has been painting a picture¹ of your child as a learner throughout the year.

At the end of June, the teacher will prepare a summary of learning to be included in a Year-End Report Card.

Please see the link below for more information.

<https://www.rockyview.ab.ca/21stC/assessing/real-time-reporting>