

Hello Sherwood Heights Families,

I hope that all in your family are doing well. We once again enter a new chapter of learning for your child attending Sherwood Heights. This message will attempt to answer questions and define expectations for engagement in learning beginning on Monday November 30.

Please be aware that at home learning will be very different from the spring.

Technology Requirements

- a. Students should be prepared to access Brightspace and virtual learning meet using a home computer, smart phone, Chromebook or another device.
- b. We understand that some families may require additional support, you can borrow a Chromebook by following the process outlined below.
- c. Refer to [Online Learning Using a Mobile Device](#) for the list of recommended apps if using a smart phone.
- d. Parents should be supporting their child by getting a learning space set up at home with a chair, a device, and a cleared working area.
 - Post a copy of the timetable.
 - Have texts, paper, pen, calculator, novels in reach.
 - Have a water bottle, snacks, and lunch ready.

Daily Routine

- a. Students will follow the exact school timetable for all courses.
 - Monday November 30 is a day 6 and period 1 begins at 8:44am.
- b. At 8:30am every day, students will review BrightSpace for each course.
 - Each class will have a specific virtual meet code.
- c. By 8:40am students should be ready for their first period meet with the teacher.
 - Participation is required and attendance will be taken.
- d. Teachers will instruct for a portion of the class period. This will vary depending on the lesson.
- e. After the teacher has finished instruction, students will:
 - Complete tasks assigned by the teacher.
 - Remain part of the meet for further support.
 - Get ready for their next period meeting.
- f. Lunch Break
 - Students will have between 12:12 and 1:12pm for lunch.
 - Staff may be available for extra help. Ask the teacher directly.
 - Period 5 begins at 1:16pm – be in your seat and ready by 1:12pm.
- g. End of day
 - Instruction ends at 3:00pm.
 - Staff may be available for extra help, please request directly with the teacher.
 - Students should work on unfinished assignments

Etiquette and expectations for virtual meets:

- Each class will begin with a meet at the regularly scheduled time.
- **Cameras must be on** during the meet with the teacher.
- Attendance will be taken for each period and recorded in PowerSchool.
- Inappropriate side conversations / comments may result in omission from the meet and possible further disciplinary action.
- **If a student will be absent, parents are required to contact the school.**
- If the student is absent without parents informing the school, administration will be contacting parents/guardians.

BrightSpace

- Teachers will be communicating learning expectations for the day via BrightSpace and providing direct instruction via the meet
- Assignments will be posted on BrightSpace
- Assessment will be done via BrightSpace
- The Division will be hosting a Brightspace for Parents Information Session on Thursday, December 3 at 7 p.m. [Parents will join via Microsoft Teams](#)

Borrowing a school owned Chromebook

- a. If you do not have a device at home for your child to use, the school does have a limited number available to loan out.
- b. A \$100 damage deposit is first required prior to a Chromebook being loaned.
- c. The process for signing out a Chromebook is as follows:
 - Log on to your [PowerSchool](#) account
 - Select Student Fees
 - Click on the Chromebook loan agreement icon.
 - Complete the form by agreeing to the loan terms and press ok.
 - Submit payment by clicking on the shopping cart icon and completing all corresponding payment prompts.
- d. The school will receive notice of your payment and will be in contact with you to make arrangements for pickup of the device.
- e. If you have been approved for a fee waiver this year through EIPS, and require a device, please contact the school directly and we will work to provide you with a device without a damage deposit.
- f. Unless otherwise indicated, Chromebooks are to be returned on January 11th. At that time, devices will be assessed for damage and deposit refunds will begin to be processed (please allow two weeks for this processing time). Note: If there is an outstanding fee balance on your account, the deposit will automatically be applied towards those fees. If the device is lost or repairs are required in an amount greater than the damage deposit, additional fees will be assessed.

SWH staff truly care about our students and we cannot wait to see everyone again in person in January. Stay in contact with the teacher for support. Check in on our website/twitter and Instagram for updates.

If anyone requires support, please call the school or access community supports below.

Addiction Helpline: 1-866-332-2322

Bullying Helpline: 1-888-456-2323

Distress Line: 780-482-4357

SAFFRON Centre Ltd: 780-449-0900

Sexual Assault Crisis Line: 780-423-4121

The Support Network: 211

Kids Help Line: 1-800-668-6868

Mental Health: 780-342-2701

Together we will be able to ensure learning continues, our children remain healthy and safe. IF you have questions or concerns, please contact your child's teachers, email me directly or call the school.

"Gratitude unlocks the fullness of life. It turns what we have into enough, and more." -
Melody Beattie

Paul Pallister – Principal
Sherwood Heights Junior High