March 20, 2020 CGCS Parent Update

Dear CGCS Families,

As you are aware, this past week, we have been working with teachers to reorganize and restructure learning plans for students in light of indefinite school closures. CGCS is in a fortunate position as we have been using Google Classroom for the past two years and feel comfortable using this platform to continue to provide programming for our students.

Alberta Education has recently published guidelines for schools with regards to student programming. With the guidelines in mind, below you will find information about how CGCS will continue to provide support for you and your student(s). While we cannot foresee all of the potential barriers for families during this transition, please know that the staff at CGCS are here to support all of our families to the best of our ability.

With the transition to a digital platform, we would like to recognize that while students will be engaging in learning activities that require the use of technology, it is equally important that they have the opportunity to unplug and spend time participating in activities that promote a focus on emotional and physical wellness. Our Fine and Performing Arts specialists, as well as our Physical Education specialist, will invite all students into learning challenges where they are encouraged to partake in active and creative educational experiences.

About Google Classroom

Please spend time with your student so they are able to familiarize you with Google Classroom, showing you where learning tasks can be found and how they are able to use Google Classroom to communicate with their teachers. We encourage you to have your student share their Google Classroom username and password with you so that together you are able to stay up to date on important information that is shared by teachers over the coming weeks.

The resources and learning activities found in Google Classroom are meant to be accessed and completed on a weekly basis. Teachers have planned for 1-2 hours of activity per day, totalling 5-10 hours of activity per week. As students are working through learning tasks, teachers will be communicating with them to answer questions and provide feedback using a variety of the tools that are offered through Google, including tools that are accessed directly in Google Classroom as well as other tools, such as Google Meet. The intention of all learning that students and teachers are engaging in together, at this point, is to further student learning, without a direct focus on formal assessment.
Weekly Updates

Each Monday, families will receive a weekly update from grade teams identifying the learning that students and teachers will engage in together for the upcoming week. This weekly update will be laid out in a similar fashion to the updates that are currently sent, with information related to each curricular area. Dependent on grade, curricular areas that teachers will focus on include Math, Science, Social Studies and Language Arts.

Additionally, weekly updates for students in grades 4-6 will include learning activities for French and Music. Students in grades 7-9 will no longer continue with their Career and Technology Foundations (CTF) courses (ex. Mechanics, Leadership, Outdoor Education, etc), but will still engage in learning activities for French. As mentioned above, our Fine and Performing Arts and Physical Education specialists will provide learning activities for students in all grades.

Student Roles and Responsibilities

- Establish a daily routine to support your learning.
- Identify a comfortable, quiet space so you can work effectively and successfully.
- Check your school email messages and your Google Classroom(s) frequently.
- Complete tasks/activities on which you will receive feedback.
- Participate in online learning activities and communicate with your peers as instructed.
- Follow along with the weekly plans and any deadlines.
- Communicate proactively with your teachers. Ask questions. When a teacher emails or messages you, please respond in a timely manner.
- Be mindful of your workload and well-being. If you have any concerns, contact your teacher.
- Take breaks, play, rest, and be active.

Ways Parents Can Support Student Learning

- Help your student develop daily routines, access resources and set up a learning area. Designate a place in your home, or where you are temporarily located, so your student can work independently on his/her assigned tasks. As part of setting up a routine with your student, please share the Student Roles and Responsibilities with them and discuss these.
- Encourage your student to take study breaks and to take part in physical exercise/activities that allow them to unplug.
- Be mindful of your student’s well being; speak to them regularly about concerns or challenges.
- Choose a learning location that is suitable to be seen by peers and teachers if students are using video tools. If there are siblings simultaneously online, choose locations that do not cause noise interference when recording learning or video conferencing.
- Communicate any concerns to your student’s teacher via email.
- Increase your familiarity with Google Classroom and learning tools available through Google.
- Keep your contact information up to date in the Family Zone, so that you continue to receive important school updates.
Accessing Teachers

As we engage in teaching and learning through a digital platform, teachers will be available to support students in a variety of ways and at a variety of times. On Monday, March 30th grade teams will be sending out a weekly update that will identify specific information about how they will be communicating with their students.

Additionally, teachers are available through email. As always, teachers are excited to work in a partnership with our parent community. We encourage you to reach out to your student’s teacher if at any point you have questions or require assistance in supporting your student’s learning at home.

CGCS Supports

We recognize that some students and families may be feeling overwhelmed in light of the recent changes and the uncertainty around school closure. It is our goal to support you through the process and provide guidance for you and your student. Below are some key contacts should you or your student require additional support. Staff will be regularly checking their emails and responding as needs emerge.

<table>
<thead>
<tr>
<th>Questions related to:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Registration for 2020/2021, school fees, student files, or all other general inquiries</td>
<td><a href="mailto:office@calgarygirlsschool.com">office@calgarygirlsschool.com</a></td>
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<tr>
<td>A course, an assignment, a resource</td>
<td>Relevant teacher – staff emails:</td>
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<td></td>
<td><a href="https://calgarygirlsschool.com/staff/">https://calgarygirlsschool.com/staff/</a></td>
</tr>
<tr>
<td>A technology issue/request</td>
<td><a href="mailto:marlene.vazquez@calgarygirlsschool.com">marlene.vazquez@calgarygirlsschool.com</a></td>
</tr>
<tr>
<td>Any issue related to your child's learning</td>
<td>Relevant Teacher - staff emails:</td>
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<td></td>
<td><a href="https://calgarygirlsschool.com/staff/">https://calgarygirlsschool.com/staff/</a></td>
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<tr>
<td></td>
<td>Principal - <a href="mailto:dani.sever@calgarygirlsschool.com">dani.sever@calgarygirlsschool.com</a></td>
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<td>Vice Principal (Lakeview) -</td>
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<td><a href="mailto:marlene.vazquez@calgarygirlsschool.com">marlene.vazquez@calgarygirlsschool.com</a></td>
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<td></td>
<td>Acting Vice Principal (Bel Aire) -</td>
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<td><a href="mailto:jenelee.jones@calgarygirlsschool.com">jenelee.jones@calgarygirlsschool.com</a></td>
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<tr>
<td>Social Emotional Support</td>
<td>Child Development Advisor -</td>
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<td></td>
<td><a href="mailto:maureen.lariviere@calgarygirlsschool.com">maureen.lariviere@calgarygirlsschool.com</a></td>
</tr>
<tr>
<td>Students with additional learning needs (mild/moderate severe IPP's)</td>
<td>Contact the student's teacher to access the Educational Assistant assigned to the grade prior to school closures.</td>
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</table>
General information about school operations will continue to come through whole-school emails, via Administration and the Superintendent. These emails will include information about updates, as directed by Alberta Education, as well as relevant information related to changes in student programming, as it emerges. As our new learning framework unfolds, CGCS will continue to be reflective and responsive to ensure that we are meeting the needs of our community. Please do not hesitate to contact CGCS should you have additional questions. Again, we would like to thank all families for their ongoing support, care, and concern for our community. Please know that we all miss your students greatly, and look forward to connecting with them after the spring break. Be well.

Sincerely,

Dani Sever
Principal
Calgary Girls Charter School

Jenelee Jones
Acting Vice Principal
Bel Aire Campus

Marlene Vazquez
Vice Principal
Lakeview Campus

Pam Davidson
Superintendent
Calgary Girls Charter School