Saskatoon Public Schools
Online Learning Elementary
Handbook
City Park School

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306-683-7550

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Welcome

Welcome to the Elementary Online Learning Centre!

We are a Kindergarten to Grade Eight elementary program with Saskatoon Public Schools. We are home to approximately 160 students and staff and our program is delivered exclusively online. We do host a get together before the end of the first term and at year end to get to see each other in person for those who are able. On rare occasions we do have some field trips, but most are virtual. We offer all areas of study and we meet curricular outcomes through a combination of synchronous and asynchronous programming.

If you are transitioning to our school it is important to note that students achieve their best when they have consistency in their learning environment and classroom relationships. We are asking students who enroll with us to remain online until, at minimum, January 31st 2023 (the first term of our two terms for the 2022/23 school year). If a transition is required, we will work together with families, preferably at this time and as seamlessly as possible. After January 31st 2023, elementary students may not be able to transfer between in-person and online programs for the remainder of the school year.

We are excited to have you join our school and we look forward to working with you and your child(ren). We are confident that you will find your experience at the OLE to be rewarding. As we work together you will see your children grow in their independence and self motivation as they gain new skills and move forward with their learning.

Please read through this handbook to find information to support you and your child(ren). Please do not hesitate to contact us if you have any questions. We can be reached at cityparkschool@spsd.sk.ca or at 306-683-7550.

Program Overview

Synchronous Learning (Face to Face teaching and learning via ZOOM)

Our school day begins at 8:55. Breaks vary with each classroom schedule. Grade 1 to 8 students will participate in a minimum of 150 minutes of daily teacher led instruction via Zoom. Kindergarten is offered in the morning from 8:55-11:45 with a minimum of 75 synchronous minutes. Synchronous instruction may be large group, small group or one to one lessons. Synchronous meetings are determined by each teacher and times can vary throughout the day and from week to week. Class schedules are posted to your child's Google Classroom. Attendance is required for all synchronous learning times and cameras MUST be turned on and first name and last initial displayed to enter the classroom. Teachers need to see students on camera to ensure safety, understanding, and participation.

Asynchronous Learning (Independent learning activities via Google Classroom)

Students will be assigned independent learning activities on their Google Classroom. Students are responsible for completing and submitting all learning activities and assignments. Teachers will support students with questions about the asynchronous learning activities.

Technology Requirements Students will require internet access and a computer or laptop with a webcam, microphone and speakers. iPads and tablets are not recommended.

Areas of Study

Homeroom Instruction

Homeroom teachers deliver instruction and learning activities for English Language Arts, Math, Science, Social Studies and Health. K-8 students may learn through an integrated approach, where subject areas are not taught in isolation from one another. Senior grades will also study Career Education and Practical and Applied Arts. All subjects have a synchronous and asynchronous components. Learning activities and assignments are to be completed and submitted via Google Classroom.

Evidence for progress reports is gathered from:
- teacher observations during Zoom lessons
- conversations during large group, small group and one to one Zoom sessions
- teacher assessment of products handed in via Google Classroom

Arts Education and Physical Education

Arts Ed. and Phys Ed. are both delivered live and asynchronously. The asynchronous lessons are designed as independent weekly lessons. Learning activities are posted. These lessons can be accessed during your child(ren)'s independent learning time. For most classrooms this works well from 2:40-3:30pm.

To access this independent work, please follow instructions by the classroom teacher.

Lessons are created by our Arts Ed. and Phys Ed. teachers and are posted by grade groupings.

Live lessons are offered weekly by both the PE and Arts teachers. These are required, interactive classes that involve student participation.

These subjects are very important, valuable, and part of the holistic nature of the curriculum. They are required courses at every grade level. We are proud of these offerings and we hope your students love them too!

OLE staff will assess submitted work and will also assign self-assessment activities for students to reflect on their growth and development in Arts Education and Physical Education.

In Arts Education all four strands (Music, Visual Arts, Drama, Dance) may be offered throughout the year or in some terms and not others, but all outcomes will be taught throughout the year.

Marks will only be assigned in June 2023.

Additional Programming

Kindergarten

We offer a morning program with 75 minutes of daily synchronous instruction. Attendance is required for all synchronous learning times and cameras are expected to be turned on. Teachers will need to see students on camera to ensure understanding and participation. Students will also complete learning activities posted to Google Classroom.

English as an Additional Language (EAL)

EAL support is only offered in our in-person schools. The OLE program will not be able to offer this online. English language learners are determined by a student's language proficiency benchmark and may be available in in-person school only.

Intensive Support Students

Support for students with intensive needs will be based on students' individual plans. The implications and challenges of delivering an individualized program in an online format need to be carefully considered and discussed with the child's support team prior to enrollment.

Availability of resource support and academic interventions will be determined after the needs of all online learners have been assessed. EA support is not available to online students and support from parents and caregivers may be required to ensure student success.

Building Community

At the OLE we endeavor to create a sense of community by organizing virtual assemblies, school spirit days and other activities. Families are always welcome to join in on the fun! Recording of assemblies is not allowed, but viewing and enjoying them is strongly encouraged!

Extra Curricular Opportunities

New for 2022/23, the OLE will be operating as a unique program out of City Park School. As such, all OLE students are welcome to join in any extra curricular sports/activities offered at City Park in person. These are typically offered before or after school hours or at noon hour. Please read the City Park newsletters throughout the school year for the many exciting opportunities offered to all City Park students in: Ecoquest, FLEX, Montessori, and OLE students in grades K-8.

Things to Know

Parent and Caregiver Support

At times students may require support from a parent or caregiver. Students may need support using and troubleshooting technology or accessing materials and learning activities. However, fostering independence and encouraging students to be self motivated is an important part of learning with the OLE. We have a technical support teacher, Sherry Vetter (vetters@spsd.sk.ca), who is also available to help support learners.

Students will develop and grow as independent learners when they are supported appropriately by home and school. It is important that students are completing their own learning activities and that they are given the opportunity to make mistakes and learn from them. Asking your child questions that encourage thinking about a problem will go a long way in building confidence and moving them forward

Teacher Daily Access

OLE teachers are teaching throughout the entire school day. If you send an email to your child(ren)'s teacher they may not be able to reply immediately. Please know that they will always do their best to respond in a timely manner. Please do not hesitate to email City Park School at anytime for support.

Teacher Absences

When a teacher is absent, they will notify families and may post asynchronous learning activities to the Google Classroom. Synchronous learning will be cancelled on the days that a teacher is away from work for a short period of time. Substitute teachers will be available if the absence is planned or longer term.

Disruptions in Internet Access

At times, due to circumstances out of our control, online teachers will lose their ability to stay connected during their synchronous teaching time. Power outages, internet issues and computer complications can cause interruptions in live lessons.

If a teacher is removed from a Zoom lesson, students are asked to continue to behave in a respectful and appropriate manner. They should leave the Zoom session if the teacher does not return within a few minutes. Teachers will post an announcement on the Google Classroom when the issue has been resolved and will indicate the plans for students to follow.

School Supplies

In addition to all children in the home requiring access to a computer or laptop, webcam, and microphone (headset and printer are helpful) some purchasing of school supplies will be required.

Each classroom teacher will provide a list of items needed to support your child's learning with as much advanced notice as possible. Most items needed are found readily in most homes.

Norms

Behavioral Expectations for Students

OLE students are actively engaging in daily online learning activities. As teaching and learning in a virtual setting continues to evolve, it is important to lay the groundwork for positive and productive learning for all. It is important that all students adhere to the following behavioral expectations.

During synchronous learning time students will:
- dress for success at school as they would if they were attending in person and eliminate distractions.
- always be respectful and courteous to other students and teachers during learning time.
- use their SPSD Google account when logging into their Google Classroom and login credentials must not be shared.
- join Zoom using their first name and last initial and use the video on setting.
- follow classroom expectations and norms for behaviour, learning procedures and student participation.
- not video record, audio record, photograph, live stream, or transmit any part of the online learning time.
- not share links to Zoom meetings and class assignments with anyone outside of their class.

During asynchronous learning time students will:
- demonstrate responsibility by completing and submitting the assigned learning tasks.
- communicate with their teacher when support is required.
- continue to foster independence and the ability to problem solve.

Privacy Guidelines for Parents/Caregivers

To maintain a positive and productive learning environment and to assure confidentiality for students and teachers during online learning, all parents/caregivers are asked to adhere to the following privacy guidelines.
- Online teaching time is designed for students. To prevent disruptions to the learning environment, parents/caregivers should not actively participate in check-in sessions and should remain off screen during class time (although parents/caregivers may assist their child with technology and/or remain nearby).
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of online teaching time.
- Any confidential or personally identifiable information related to students participating during online teaching time should not be collected, discussed or shared.
- Parents/caregivers should not speak with students during online teaching time. If you need to speak with your child, first mute your child's microphone.
- If a parent/ caregiver has a question, please do not ask during the online learning and instead, email your child's teacher.

Tips for Online Learning

Supporting Your Child(ren)

Establish and Maintain Routines

Routines such as bedtime, nutrition, hygiene and physical activity are important. Establish these parameters from the beginning to build habits of success. At the end of the week, review which routines worked well and which may need to be adjusted moving forward.

Monitor Communication from the Teacher
Consider logging into Google Classroom regularly to see announcements and lessons/activities posted by your child(ren)'s teacher and continue to communicate with the teacher as needed. Students are to do their best to complete work on time and meet deadlines and are encouraged to connect with their teacher when they need support.

Start and End Each Day with a Learning Check-In
Regular check-ins with your child(ren) will help them to process instructions, organize their work and proceed with the learning for the day. Engaging with your child(ren)'s learning can help support learning skills and work habits needed for success.

Find a Physical Space for Learning
We encourage families to help their child(ren) find a space to work that supports sustained concentration, reading/listening/viewing and where you can check-in with them (consider using headphones where possible/appropriate). Remember that body breaks and physical activity are important and necessary.

Support Digital Citizenship
Keep your child(ren) connected online socially but be aware of their online interactions and the total amount of time they spend online. Monitor and set parameters for your child(ren)'s use of social media and the platforms they use. Remind your child(ren) that the rules of the classroom apply online too. They must be respectful and appropriate in their online communications.

K-8 OLE Administrative Team

Mme Jonelle Ulrich	Principal
Mr. Mark Peterson	Vice Principal
Mrs. Sandi Kostiuk	Administrative Assistant
Mrs. Alicia Gramiak	Secretary
Ms. Sherry Vetter	Tech. Support
Ms. Colleen Norris	Superintendent

Elementary Calendar

School Year Calendar

Saskatoon Public Schools
Inspiring Learning

2022-2023 School Calendar
Elementary

August 2022
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Legend:
- Stat Holidays
- No School (Students and Staff)
- PD/Planning/Operations (K-12 No Students)
- Last Day (Prek-8 Students)
- Student First Day
- Last Day (9-12 Students)
- STA Convention
- PD/Planning (K-8 No Students)