



Dear Sir Winston Students, Parents, and Guardians,

As promised, here is an email (also attached as a letter) to clarify decisions we made as a staff regarding synchronous learning times and attendance protocols. Our goal was to be as consistent as possible, while being flexible and fair. I also want to take a moment to remind parents that (tech willing) Semester One Report Cards will be emailed to students Friday, February 12. I've also included more information about COVID-19 Public Health protocols. I know that there is a lot of information here, so I will summarize the points #1 - #7, and highlight key words in an attempt to make it easy to jump to the information as needed.

1. Semester One **Report Cards** will be emailed to students today (Feb. 12). See more details below.

NOTE: (#2 - #7) does NOT pertain to eLearning courses that are run through Lifetime Learning. There is a separate principal for eLearning. Teachers of eLearning are not under my supervision. If a student has an eLearning class, think of it as a stay-at-home-spare. There is no SWC class to report to when a student has a spare.

2. When a student is learning online from home (i.e. Cohort O for a SWC-based course or at-home Cohort A or B) they will be offered a scheduled **synchronous** moment (live virtually in Microsoft Teams or Google Meet) with the teacher/class assigned to them that day. See more details below.
3. It is the **student's responsibility** to log in at 9:20 to check D2L or Google Classroom announcements to find out when that synchronous moment will be offered. See more details below.
4. Teachers will use their **professional judgement** to determine when and how long that synchronous moment will be, as well as what will occur during synchronous. It could, therefore, look different each day. Although some teachers will use Teams/Meet to teach live, DSBN has not made it mandatory for teachers to do so. See more details below.
5. Teachers now have two opportunities to determine if a remote learner is in **attendance**: the student attends the synchronous moment, or the student logs into their online platform as instructed. **IMPORTANT:** The key to being marked present online is for the student to check the announcements section of their class. See more details below.
6. Look to the attachment "[Non-Cohorted Classes are Highlighted Yellow](#)" to see the revised list of classes that have their A and B students blended into a **non-cohorted class**. **IMPORTANT:** Students in a non-cohorted class are expected to attend both A and B days for that assigned period. If a student is unable to attend, parents need to report the absence through the [Safe Arrival App](#) or a call to our attendance line. See more details below.
7. If a student forgets to complete their **COVID Self-Assessment**, there was a technical error, or they completed the Visitor Self-Assessment by mistake instead of the one located in their [DSBN portal as instructed](#), teachers will ask the questions verbally or will send the student to the main office. Administrators will then follow the guidelines as set by [Public Health](#).

1. Semester One Report Cards will be emailed to students today (Feb. 12).

Final Report cards will be emailed in the same format as Mid-Term Report Cards. At some point in the future, DSBN will have the capacity to send these reports to parents/guardians, but, for now, our technology limits us to emailing reports to students only. Please ask your child to forward the report to you. **IMPORTANT:** Please note that some reports might take 24hours to appear.

2. When a student is learning online from home (i.e. Cohort O or at-home Cohort A or B) they will be offered a scheduled synchronous moment (live virtually in Microsoft Outlook or Google Meet) with the teacher/class assigned to them that day.

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3. It is the student's responsibility to log in at 9:20 to check D2L or Google Classroom announcements to find out when that synchronous moment will be offered.

Teachers continue to support the learning of remote learners using their online platforms (D2L or Google Classroom). If a teacher is running a class that has remote learners (i.e. opposite Cohort A or B, or online Cohort O), the teacher will offer a synchronous moment at some point during the school day. The purpose of these synchronous moments is to check in with remote learners, see if they have any questions about the tasks provided for them for the day, and build community and rapport.

4. Teachers will use their professional judgement to determine when and how long that synchronous moment will be, as well as what will occur during synchronous. It could, therefore, look different each day. Although some teachers will use Teams/Meet to teach live, DSBN has not made it mandatory for teachers to do so. See more details below.

Although most teachers are running their synchronous moment first thing in the morning, others will offer it later in the day. The length of these synchronous sessions will also vary. The teacher might need to wait for an appropriate moment in the lesson to check-in virtually; they might use synchronous time to highlight a particular part of the lesson; or they might want to engage remote learners in a classroom discussion. There is no mandatory length for these synchronous moments, nor are teachers expected to use synchronous to record formal lessons. If a lesson is not recorded or shared synchronously, the materials will be made available to the student through D2L or the Google Classroom.

5. Teachers now have two opportunities to determine if a remote learner is present: the student attends the synchronous moment or the student logs into their online platform as instructed. IMPORTANT: The key to being marked present online is for the student to check the announcements section of their class. See more details below.

We know that when students use the "Pulse App" to access their D2L classrooms, their login fails to appear on the teacher's class list. This has often resulted in students being marked absent despite being in D2L working on assignments. The solution is for the student to visit the announcements section of their D2L class. They should be visiting this section of D2L anyway, to find out when their synchronous virtual moment will take place.

We also know that teachers of Google Classrooms do not have the same capacity to see when and how long a student logs into their virtual classrooms, and that there hasn't been a consistent method used by Google Classroom teachers to determine a student's online presence. We have a solution. All Google Classroom teachers will be using a Google Form shown as a link in the announcements section of their classes. This form will look like a survey. In some cases, teachers will use it as an opportunity to invite students to ask questions. Some D2L teachers has also opted into similar forms.

In short, to be marked present, it is the online student's responsibility to log in by 9:20 am and visit the announcements page of their classes to (A) find out when/how they can meet with their teacher/class virtually, and (B) check to see if there is a google form to complete.

- 6. Look to the attachment "[Non-Cohorted Classes are Highlighted Yellow](#)" to see the revised list of classes that have their A and B students blended into a non-cohorted class. IMPORTANT: Students in a non-cohorted class are expected to attend both A and B days for that assigned period. If a student is unable to attend, parents need to report the absence through the Safe Arrival App or a call to our attendance line. See more details below.**

When a student has chosen to attend school in-person, and is allowed to attend on their non-cohort days because it is a [non-cohort class](#), attendance is mandatory. This means that if a student is supposed to be present in-person, but is learning from home instead, they will still be marked absent even if they are online. This is all about contact tracing, as well as expectations from the teacher. It is the parent/guardian's responsibility to report the absence. If a parent uses the [Safe Arrival App](#), or calls the attendance line (905-988-6303) to report that their child is "Absent - Learning From Home", the absence will not tally on the report card.

- 7. If a student forgets to complete their COVID Self-Assessment, there was a technical error, or they completed the Visitor Self-Assessment by mistake instead of the one located in their DSBN portal as instructed, teachers will ask the questions verbally or will send the student to the main office. Administrators will then follow the guidelines as set by Public Health.**

This is now a requirement from Public Health and the Ministry of Education. If a student answers yes to any of those COVID Self-Assessment questions, they must remain home. If they come to school despite answering yes to one of those questions, or they display symptoms while at school, an administrator will speak to the student, escort them to the health room if needed, and then call a parent/guardian to arrange for their return home.

It is helpful to read the [memo](#) that was recently sent to me from our assigned Niagara Region Public Health COVID-19 nurse, Austin White. I've pulled the pertinent information below:

- There are no longer two groups of symptoms to use to determine the need for testing. As of Feb 5th, 2021 all symptoms consistent with Covid-19 require children to seek immediate testing or consultation with their health care provider. The one exception at this time is a runny nose.

- If a child has no other symptoms and only has a runny nose they need to self-isolate at home immediately, but can wait 24 hours to see if there is improvement before doing anything further. If the runny nose improves after 24 hours, the child may return to school or child care when they feel well enough without an assessment or test. Household members do not need to be in self isolation while waiting 24 hours to see if the runny nose improves. If the runny nose does not improve within 24 hours, testing is recommended.

- Children who require an assessment for testing based on their symptom(s) are not permitted to return to school, child care, or go to any public setting until ONE of the following has been completed:
 - The child completed 10 days of self-isolation. After 10 days, the child can return to school as long as they do not have a fever, without use of fever reducing medications and they are feeling better. This includes individuals who have chosen not to be tested.
 - The child had a test that was negative for COVID-19. They may return to school/child care 24 hours after fever, shortness of breath, sore throat, and headache have all resolved without use of fever reducing medications (e.g., Ibuprofen/Advil, Acetaminophen/Tylenol) AND any other symptoms are improving.
 - Parents are advised by a health care provider that the symptom(s) are related to a chronic or pre-existing condition (e.g., allergies, post-nasal drip, migraines, asthma). In this case, they can return to the school/child care once they feel well enough, without waiting for symptoms to resolve.

I hope this information has been helpful. I wish everyone a happy long weekend!

Sincerely,

Ms. Gilmore, Principal