

Dear Parents/Guardians:

Friday 3 April 2020

This letter is to update you with respect to our transition to online instruction this past week at Saint Thomas Aquinas High School, and to outline our expectations for the students going forward. Our teachers and educational assistants have been working hard to implement this transition and we are very proud of our staff's efforts to adapt to this new teaching model so quickly.

We successfully held a full day of classes on Wednesday and Thursday and our attendance for the online classes was approximately 95% which is excellent. Today our staff has been meeting online to review how their online instruction went and to collaborate on improvements for future delivery.

While many students participated in their online classes respectfully and we have received much positive feedback from staff and parents, there were a number of issues with students engaging in inappropriate or disruptive behavior. These issues are addressed in our student expectations below.

Online Instruction Schedule

Going forward, for the month of April our daily schedule will be as follows:

TIME	DAY 1	DAY 2
08:30 – 08:40	Homeroom	Homeroom
08:45 – 09:45	D Block	H Block
10:15 – 11:15	C Block	G Block
11:45 – 12:45	B Block	F Block
1:30 – 2:30	A Block	E Block
2:30 – 3:00	Pro-D / Tutorials / Career Education *	Pro-D / Tutorials / Career Education *

* When Career Education classes are held the students will receive a link to join their class. Career Education classes will start on Monday April 20.

The schedule for Day 1s and Day 2s in the month of April may be found on the school's online calendar at our website: www.aquinas.org .

You will note we have shortened classes to 60 minutes each. Teachers will be online during this time for teaching and to answer questions from students. We have provided breaks of 30 minutes in between classes to avoid sustained screen time.

Our educational assistants will be joining classes for the students in their care to assist with their learning as required, and may meet individually online with students as required.

It is important that our students also adapt to this new reality and understand and respect that they are indeed back in school between 08:30 A.M. and 3:00 P.M. The return to a daily routine will assist your child in adapting to the current changes in our lives.

Student Expectations

We ask all parents and guardians to share the following expectations of our students during our transition to online instruction:

1. Students are responsible for logging into their online classes at the designated start time and remaining in the class until dismissed by the teacher. This includes Homeroom and Career Education (when offered).
2. Students are to log on with their Aquinas Email account.
3. Students are responsible for completing the work assigned by the teacher.
4. Students should be dressed appropriately when in their online classes.
5. Students should have their mic turned off when not speaking to eliminate background noise or too many people speaking at the same time.
6. Students are not to log on to classes or blocks they are not enrolled in.
7. Students are not to log on with aliases or personal email accounts.
8. Students are not to share Google Meet invites with students not in their class or not enrolled in our school.
9. Students are not to engage in inappropriate behavior or use inappropriate language when online. This includes the Chat feature.
10. Students are not to engage in behavior which disrupts the teacher's lesson and/or interferes with the learning of others.
11. Students are not to record or otherwise share any aspect of the lessons.

Our online classes will be monitored for inappropriate activity. Students who fail to comply with the above expectations may have their Aquinas account suspended. A suspended account could result in a student being unable to fulfill their requirements to complete the year.

We ask for everyone's patience as we adapt to this new model of instruction for your children. We are confident that with staff, parents and students all working together we can succeed in continuing the school year successfully during this challenging time.

We wish you and your family all the best during this Lenten season, and wish all of you a Blessed and Happy Easter.

Mr. J. Campbell

Mr. C. Campbell

Mr. T. Horton