

School Communications Guide



Why?	Parents have online access to view their children's academic information (schedule, grades and attendance, report card)	Allows parents to view student portfolio artifacts and reflections, including the goals they are setting, occupations they are interested in, and what they are learning in school	A suite of online tools that allows teachers to set assignments, have work submitted by students, to mark, and to return graded assignments	A regular avenue for communication between home and the classroom	A regular avenue of communication between home and the school	A platform to highlight class projects, activities, and school-wide events
What?	<ul style="list-style-type: none"> - assessment of learning outcomes - subject-based assessment - assessment of assignments/ learning tasks 	<ul style="list-style-type: none"> - student portfolio - evidence of learning - goal setting and reflection - documenting student learning journey across years 	<ul style="list-style-type: none"> - communication between teacher and student - sharing lesson materials for students and families - sharing and completing assignments and feedback 	<ul style="list-style-type: none"> - weekly updates - field trip information - volunteer opportunities - special projects/classroom events 	<ul style="list-style-type: none"> - News From The Nest - Emergent school-wide matters - Reminders of upcoming events 	<ul style="list-style-type: none"> - online posts to share what learning looks like at East Lake School
Where?	- https://ps.rockyview.ab.ca/public/home.html	www.myBlueprint.ca/	- teachers add/invite students to online classroom	- personal email account	- personal email account	- personal Instagram account
How?	- username and password can be obtained from school office if needed	- teachers will invite parents to access via a link shared to their email on file with the school	<ul style="list-style-type: none"> - Student username (@rvschools.ab.ca) - 8-digit password 	- ensure school has up-to-date parent email contact information	- ensure school has up-to-date parent email contact information	<ul style="list-style-type: none"> - Follow us on Instagram: @eaglessoar - Follow us on Facebook: East Lake School
Who?	<pre> graph TD Teachers --> Students Teachers --> Parents </pre>	<pre> graph TD Teachers --> Students Teachers --> Parents Students <--> Parents </pre>	<pre> graph TD Teachers --> Students Teachers --> Parents Students <--> Parents </pre>	Teachers ↔ Parents	School ↔ Parents	School ↔ Parents
How often?	Updated every 2-4 weeks	Ongoing	Updates vary by grade and teacher (if used)	<ul style="list-style-type: none"> - Weekly updates - As needed 	<ul style="list-style-type: none"> - Weekly updates - As needed 	<ul style="list-style-type: none"> - Weekly updates - As events happen - To communicate information about upcoming events

School Council:
 email: eastlake-schoolcouncil@rvschools.ab.ca
 FB Page: <https://www.facebook.com/EastLakeSchoolCouncil>

Friends of East Lake School Society:
 email: eastlakeschoolsociety@gmail.com
 FB page: <https://www.facebook.com/EastLakeSchoolCouncil>