



# SCHOOL COUNCIL NEWSLETTER

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## WELCOME TO THE NEW SCHOOL YEAR

Welcome to all students, parents, caregivers, administrators, educators and school staff to the 2020-2021 school year.

This year will look different for all of us, whether your children/teens are in school physically or virtually, and we know that their days will not look the same as it has in years gone by.

There has never been a time more important that we all work together to build great parent/caregiver – teacher partnerships. Parent (caregiver) engagement is going to be key to students success this year more than ever. To accomplish this, there must be a shared understanding on behalf of both parties that we are all in it to help children/teens have a great school year. It is a time to remove academic accomplishments as the highest priority, focus on providing mental health supports and being a cheerleader for every child/teen.

This month's newsletter is focused on providing strategies for school councils to continue their important

work on a virtual basis. In addition, we are including some great information from Toronto Public Health for parents (caregivers) on getting children ready to go back to school in the time of COVID.

For parents/caregivers supporting online learners we are also including two documents:

1. Tips for effective online learning.
2. A typing exercise which teaches children/teens to use their keyboard by learning old fashioned typing skills.

Parents Engaged in Education have spent the summer building and distributing 2,000 Learn at Home Kits to children living in poverty, residing in the foster care system and teens in mental health wards in hospitals. These kits provided curriculum-based workbooks, but more importantly contained activities, art supplies, crafts and great books for children/teens to escape from their mental health issues during the pandemic.

Recognizing how vast the need is to have a source of ongoing support for these children, Parents Engaged in Education are working to establish the FIRST IN CANADA Education Bank. Operating in a similar fashion as a food bank, this facility will provide students with school supplies, workbooks, art supplies and, for teens, amenities for self-care. This bank will be part of a larger Family Service Centre which will also feature a state-of-the-art technology centre where families will have access to computers, training and mentorship opportunities. We will continue to provide Learn at Home kits to children in need in areas that are outside of the geographical location of the centre.

We could not do this work without amazing partners who stepped up even when their own businesses were struggling through this crisis. There are too many to list here, but full information on the project can be found on our website at [www.parentsengagedineducation.ca/Learn-at-home](http://www.parentsengagedineducation.ca/Learn-at-home).

In addition to this work, the Family Service Centre will provide a space for Parents Engaged in Education to offer virtual training for school councils members. Please “like” our Facebook page or follow us on Twitter @parentengagcons to receive updates on when these sessions will begin and to participate along with council members from across Ontario.

We encourage every person that is part of our children/teens “village” to stay positive and let them know that everything will be different, but okay.

If we can answer any questions or provide some support, please do not hesitate to contact us through our website at [www.parentsengagedineducation.ca/contactus](http://www.parentsengagedineducation.ca/contactus) or directly by email to [parentengagementgroup@gmail.com](mailto:parentengagementgroup@gmail.com).

*Theresa Pastoreo*

*Executive Director,  
Parents Engaged in Education*

# SCHOOL COUNCILS CHANGING STRATEGIES TO ADDRESS CHALLENGING TIMES!

*Written by: Debbie Nailpaul, Director, Parents Engaged in Education*

With many changes coming in this upcoming school year, everywhere across the province and country, we don’t know what schools will look like this year. This poses many challenges for parents to be a school leader. Despite these challenges, we can embrace this as a time that our communities can benefit from the good work that parent volunteers usually do at their schools. Here are some ways that parents can still lead and engage in activities such as events, fundraising, meetings etc. Let’s explore ways that this can still happen by adapting to our new normal.

## **VOLUNTEERS AND VOLUNTEERING**

Parents will probably not be able to volunteer inside of schools. Volunteers are still very much needed in our schools, but we need to think of ways that we can still do this without entering the schools. Parents need to know how they can still help and it’s still important to promote ways to get involved.

## **VOLUNTEERING FROM A DISTANCE**

Facebook is a great platform to keep parents and staff in schools connected. Inspirational messages

can be posted here to help boost the schools moral here. Consider a school spirit week but make it virtual.

This would also be a great platform to share positive news like successes your child is having, whether in school or virtually. It also a good way to share tips and tricks that parents have learned to support their children and reduce their anxiety surrounding school in the time of COVID.

Find a social media platform as a collective group that is a good fit for your school.

### **HELP FAMILIES IN NEED**

Many school councils have great connections with their local business who often support events that are happening at the school. While it will certainly be more difficult, perhaps these companies can provide financial support for families in need at your school or in the community. You council may consider donating these funds to a local non-profit service or charity that helps families in need.

Principals and school social workers can help you identify those in most need and a method to provide confidential support or service agencies that support your local community.

### **THANK TEACHERS**

Teachers have faced many challenges as well with trying to navigate new ways of teaching and staying connected with students along with their own life situations. A virtual teacher appreciation event could also help during this tough time. Maybe a drive by parade, or snack for staff with a nice inspirational note.

### **CHEERING UP, SOCIAL AND EMOTIONAL SUPPORT**

There are lots of tips and ideas and how this can be done during this time. Feel free to search the internet. Many schools have posted ideas that have worked for them. Use these to create your own support system within your school family.

## **COMMUNICATION**

It's very important to be inclusive. Some families who do not speak English, or their English is not strong, need to have access to all information regarding school. Councils should try to find other parents who can speak the same language that can help and be connected with these families. Families could be feeling very isolated at this time. Survey parents online. Find out what is working and identify assistance families may need at this time that you are not aware of. Ask for ideas on virtual events and fundraising. Have social posts that keeps everyone up to date so the know what is happening when it is happening. You may need to organize a phone campaign to connect families that may not have or use a computer. Volunteers could call parents and survey them over the phone, so no one is left out of having an opinion on school matters.

To help make this communication effective, brush up on videoconferencing skills. Zoom is another example of a platform that can help keep parents informed and connected. Find parents who have experience and or knowledge in social media and appoint persons to manage this.

Social gatherings can be had online. This is a very stressful time for everyone including parents and staff. Create fun social events online, such as a dinner party, or host a happy hour, maybe even a dress up event where everyone tells a funny story. Everyone needs to let of some steam and have some fun. Set up group texting amongst parent group leaders to make communication quick. Reach out to other parent groups at other schools in your community and see what they are doing.

## **BUDGETING**

Take a look at where your budget is right now. Your budget may be uncertain as well as your yearly expenses as part of the new normal. Even though you may not know what to expect, try breaking down your budget like this:

1. Expenses-programs and supplies that you expect to pay for

2. Nice to have-things high on the list if budget works
3. Expenses that have been planned for, but likely won't occur due to the lack of in-person events
4. Look at possible revenue streams for the new school year

Revisit your budget as often as once a month. When you know more about what the school year will look like; you can make changes accordingly.

## MEETINGS

Meetings are virtual now. It's important to upkeep meetings and maybe more so, during these times. It helps keeps parents informed, focused, and energized. Important decisions are made at meeting so it's also a good idea to follow up with parents so that everyone feels like they matter and whatever they have to say is meaningful. Create an outlet for parents who may not be able to attend meetings. Virtual meetings can also build stronger relationships with families. These meetings can be run just like an in-person meeting. It also helps to be a little more interactive online to compensate for not being in person. Unexpected things can happen in virtual meetings at home like the cat walking in or a young one needing attention. Just roll with it!

Practice how to use live session media and practice in front of someone beforehand if this helps. Find a 'broadcaster helper' who can support you too. Find ways you can make meetings more fun. Try a themed meeting or having students do a short presentation, sing or share a school experience. Ask teachers to also spread the word about meetings. Most importantly, be an active listener, answer questions and share everything on social media.

### 5 Do's for your virtual meeting:

1. Introduce yourself
2. Screen share your agenda
3. Use the mute button
4. Be conversational and relaxed
5. Expect the unexpected

## SCHOOL AND FAMILY EVENTS

Some example of virtual events that you may be interested in trying at your school; host an online dance party, virtual spirit week, stay at home field day, drive in movie, online bingo or pep rally and more. Go online for more ideas.

## FUNDRAISING

Review your planned fundraisers for this school year and see if you can modify or adjust the event to follow guidelines. Check with companies you may have booked to see if they have a fundraising plan that is touchless or virtual and if products can be shipped the buyers home if you host an online auction etc.

### Here are 5 great ideas for distanced fundraisers.

1. Food trucks
2. Virtual 5k
3. Carryout meals(negotiate with a local restaurant to get a percentage of all meals ordered by families in your school.)
4. Family Entertainment online
5. Online auction

This is a tough time for everyone with all of us experiencing lots of changes. Try looking for Facebook groups of other schools to get ideas and network for your community.

WE ARE ALL IN THIS TOGETHER – IF PARENTS ENGAGED IN EDUCATION CAN ASSIST  
PLEASE FEEL FREE TO CONTACT US THROUGH OUR WEBSITE.

<https://parentsengagedineducation.ca/contactus>

# TRANSITIONING

## FROM THE REGULAR CURRICULUM NIGHT TO A VIRTUAL-BACK-TO-SCHOOL NIGHT

Unlike previous years of completing tasks concerning back to school, Covid -19 has drastically changed everyone's outlook of our world in 2020 moving forward. But just like the changes with the introduction of Covid, parent groups and schools have discovered ways to adapt their plans with this recent pandemic.

Typically parent councils along with teaching staff and Board administration can collaborate about the main goals for open house and how your group can support those goals. It is also a chance your group to introduce itself and their plans to achieve a successful school year

There are various ideas shared on ways to move forward with back to school nights in 2020.

### 1. VIDEO PRESENTATIONS

- A great opportunity for groups to creatively present what they have to offer to the school community.

Ex. Having an open house plan that would work in person or online. A movie or slide show providing information

### 2. VIRTUAL SPEECH

- Can be a more comfortable way to deliver information

Here are some key points to consider when giving your virtual speech

- **Refine your message**  
Talk about what your group does to support the school and ways you're going to adjust your work this year
- **Keep it short**  
Time your speech and keep it to five minutes or less

- **Practice your speech**

Ask a friend/board member to watch you run through it in advance on the platform you plan on using

- **Start off with an easy question**

Make it a question that can be answered with a show of hands, such as "How many of you are new to the school?" This is your quick breather before you dive into your speech

- **Don't worry about being perfect**

Parents are there to get information due to the many uncertainties of this pandemic, not judge you on your public speaking skills. Have your notes on hand with your key points in case you need to jog your memory

### 3. BITMOJI "CLASSROOMS" AND TOURS

- Parent groups and school staff can set up virtual classrooms and adding their avatars. You can either set up your 'classroom' and make an avatar giving a speech or do a virtual classroom tour.

Here are a few examples on how to create your virtual classroom

Bitmoji classroom tutorial by Katherine Panczner  
[https://www.youtube.com/watch?v=s-P\\_WdQWPc8&feature=youtu.be&fbclid=IwAR2F1-7HSf-sG0q8jpL73lCmEf-cZDl-4h2giOkbqAeJLGlrXOMjpREZxLA](https://www.youtube.com/watch?v=s-P_WdQWPc8&feature=youtu.be&fbclid=IwAR2F1-7HSf-sG0q8jpL73lCmEf-cZDl-4h2giOkbqAeJLGlrXOMjpREZxLA)

Themerrillsedu.com - Step by step instructions on building/sharing your virtual classroom  
<https://www.themerrillsed.com/blog-1/2020/5/13/how-to-create-a-virtual-classroom-with-your-bitmoji-in-buncee>



## Preparing for School during COVID-19

Children need structure to learn, to socialize and to maintain good mental health. Here are some ways to prepare children for back to school, safely.

- Stay informed. Check [credible sources](#) for the latest information
- Learn to be flexible as schools adapt.
- Have a plan, in case your child needs to stay home.
- Teach children handwashing, physical distancing and the proper way to wear a mask.
- Explain how their classrooms may be different.
- Greet others with a smile, a wave or nod from a distance.
- Remind children not to share their mask, food and other personal items.
- Make sure their vaccinations are up to date, including the flu vaccine in October.
- Create a routine to [screen](#) your child for symptoms of COVID-19, before school each day.
- Keep your child at home if they are sick, and get tested.
- Take care of yourself to manage your own stress. Children can sense your stress or anxiety.

### 1. How will public health measures reduce the spread of COVID-19 in schools?

Following public health measures in schools will keep students and staff safe. The most important measures continue to be physical distancing as much as possible, wearing a mask, staying home when sick, and washing hands. Schools will be doing enhanced cleaning and disinfecting of high-touch areas, and using barriers such as plexiglass to prevent the spread.

### 2. Should I send my child to school?

Everyone needs to make decisions that are best for their children and family. Factors to consider include:

- Your child's ability to follow directions for physical distancing, wearing a mask, etc.
- Ability to homeschool. The educational needs for each child may be different.
- If you have vulnerable relatives, such as older grandparents, sibling or others with health issues in your social circle.

### 3. How will the cohorts in school differ from the social circle we have for our family?

- Children in schools will be part of a cohort (or dedicated group) of students, which is different from a [social circle](#).
- In a cohort, students should still practice physical distancing as much as possible, and wear a mask when they are indoors and also outdoors when physical distancing is not possible.
- In a social circle households can have up to 10 people in their circle with whom they can interact without keeping a physical distance or wearing masks.

August 22, 2020

- Families that have people who are at higher risk of severe outcomes from COVID-19 in their social circle should re-evaluate their social circle based on their own risk assessment.

#### 4. What kind of face mask should we use?

- The best mask is the one that fits comfortably.
- [Cloth mask](#) should be made with two or more layers of fabric and be easy to breathe through.
- It should be large enough to cover the nose, mouth and chin without gapping.
- Plastic masks or face shields are not a substitute for cloth masks.
- Send your child to school with two bags for masks, one labelled "clean" and one "dirty." Pack several masks each day. Instruct your child to put their mask in the "dirty" bag if it gets wet or soiled, and to use a new, clean mask. Wash the masks at the end of each day for reuse.

#### 5. What happens if someone at school gets COVID-19?

If someone at school contracts COVID-19, Toronto Public Health (TPH) will conduct an investigation to determine who had close contact with the individual. Public Health will then contact each person who had close contact. Due to privacy of personal health information, the name of the person who has COVID-19 will not be shared. Care must be taken to avoid stigmatizing students and staff. Schools should continue to be welcoming, respectful, inclusive and supportive environments for all.

#### 6. Will the school close if someone gets COVID-19?

There is no set number of COVID-19 infections to determine if a school will need to close. It is not always necessary to shut down the entire classroom or school if there is a case of COVID-19 in the school. In addition, if the infection rate in the broader community increases, it may impact the number of people who get COVID-19 in schools. For the safety of everyone, there may be a time when schools need to close again.

#### 7. Will there be public health support in the schools?

Toronto Public Health is establishing a team of more than 70 nurses who will support schools as they reopen. These nurses will form the school COVID-19 response team for TPH. They will support schools with COVID-19 prevention measures, mental health and well-being promotion. They will also conduct outbreak management, case investigations and contact tracing if someone at the school develops COVID-19.

August 22, 2020

**8. What should families do for students with allergies or asthma?**

Some children may have a chronic runny nose or cough because of a health condition. They can still attend school. If the symptoms are new or getting worse, they will need to stay home and get tested. Speak to your health care provider for more support.

**9. If my child is sick, how do I get them tested?**

For children with symptoms of COVID-19, even if they are mild, keep them at home. Call Telehealth Ontario at 1-866-797-0000, your health care provider, or an [assessment centre](#) for testing. Children can often get a throat swab or swab in the front of their nose (instead of at the back of the nose), so the test will not be uncomfortable.

**10. If a student is off sick, when can they return to school?**

COVID-19 testing is very important to help determine when a student can return to school. In general, if the student:

- tested positive, they can return to school after 14 days, and once they have no symptoms
- tested negative, they can return to school 24 hours after they have no symptoms
- tested negative, but have to self-isolate as advised by public health, will need to continue isolation for the full 14 days
- if sick, but not tested, they may have to stay home for up to 14 days (the Ministry of Health will confirm guidance on this soon).

There are no clearance tests or doctor's note required for return to school. Public health will advise on the clearance date.

**11. What are the long-term effects of COVID-19 on children?**

COVID-19 is a new disease, and we are still learning about the long-term effects. This is why we must take every precaution to prevent the spread of infection.

**12. Should students and teachers use the contact tracing app?**

Yes, we encourage everyone to use the [COVID-19 Alert](#) app. The more people using the app, the better for everyone. If someone gets COVID-19, they will enter a key in the app which will anonymously alert others who may be close contacts to go for testing.

**13. Why are you promoting outdoor learning and activities at school?**

There is less risk of COVID-19 transmission outdoors. There is more open space to maintain two metre distancing. And with more natural airflow, the respiratory droplets will fall to the ground faster. Students are less likely to touch contaminated surfaces outdoors. When children are outside, they move more. Outdoor play is fun, good for physical activity and is important for healthy growth and development.



# GETTING THE MOST OUT OF YOUR ELEARNING COURSE: 8 STUDY TIPS FOR ONLINE LEARNERS

Source:: Christopher Tappas

### 8 STUDY TIPS FOR ONLINE LEARNERS

Taking online courses can be very convenient for many people. However, online learning requires time management skills, self-discipline, willpower, and strong motivation, as it may be challenging for online learners to successfully complete their eLearning courses. In this article, I'll share 10 key study tips for online learners, in order to help you stay focused and motivated when taking courses online.

#### 1. Understand online learning practices and expectations.

The first thing you need to realize is that online courses are not an easier way to learn, but rather a more convenient one. To successfully learn online, you need to dedicate a significant amount of your time, consistently attend the program, be concentrated while studying, and fully commit to your learning process, just as you would do for a regular course. You should also have in mind that when you take an online course, you may be expected to:

- Fully commit yourself and participate in the virtual classroom as required.
- Be, or be willing to become, tech-savvy. o Work with others effectively.
- Complete your learning tasks and assignments on time.

- Be self-disciplined. If you are not able or willing to do all of the above, you will probably not be a very happy online learner.

#### 2. Make sure that you have reliable internet access.

Technology glitches happen all the time. Imagine you are working in the middle of the night and your computer crashes. To avoid mishaps, ensure that you save your work repeatedly and backup regularly using cloud storage, for example Dropbox or Google Documents, in order to be able to access your previous work from your smart phone or tablet, if needed. Furthermore, ensure that you not only have a backup of your online course material and assignments, but also you have saved your instructor's or trainer's contact information in your cell phone or in your email. A reliable internet access will also give you the opportunity to check in, stay current with your eLearning course, and deal with sudden schedule changes.

#### 1. Have a dedicated study space.

Whether you decide to study in your office or in your living room, ensure that this place is quiet, organized, distraction-free, and available for use at any time. Your study environment should be one of your main concerns when you are an online learner, so make sure that it enables your study routine. Furthermore, ask your friends, relatives, and colleagues to respect your "work

mode” and consider turning off your phone and logging off of all social networks when studying; you will want to be neither interrupted nor distracted.

## 2. Identify your learning objectives and goals.

To stay on track with your online course, make sure that you always keep in mind what you hope to accomplish by the end of it. The learning objectives and goals of the eLearning course can be an excellent road map during online learning; read carefully your online course requirements, create notes that are closely related to your objectives, and make sure that you review them thoroughly every time you start an assignment, so that you stay focused on your goals. Finally, consider starting with the most difficult tasks, as this will improve both the effectiveness of your study and your performance.

## 3. Build a study plan.

An study plan is critical to online learning. Here are some tips to help you build it:

- **Plan ahead.**

Never wait until the day before an assignment due date to start working on it. It will stress you and stress will prevent you from effectively completing the online task. Furthermore, knowing when all of your assignments are due until the end of the eLearning course will facilitate your time management; for instance, if you are going on vacation in the middle of the eLearning course, you can study ahead.

- **Have an effective calendar system.**

Online learning needs structure; create a study calendar that will help you remember all important dates, like exams, or deadlines for submitting your assignments. You can save your calendar in your computer or in your mobile device, or you can even create a wall planner, which you can mark up and check every time you study.

- **Create to-do lists.**

At the start of each week, make a to-do list of

the tasks you need to complete by the end of the week. This is an excellent way to prioritize your study plan and stay on track with your studying.

- **Set time limits.**

Before you start studying, estimate how much time each task will take to complete, whether it is a specific assignment or simply reading a chapter. Try to stick to your time limits, as this will help you develop your self-discipline. Furthermore, when you realize that despite your best efforts you cannot concentrate, consider stopping for an hour or for the night; it is better to wait until you are able to start afresh than to waste your time trying to focus.

- **Stay on schedule.**

Finally, stick to your study plan. Procrastination is the worst enemy of online learners, so make sure that you stay organized and you are not falling behind in your online class. If you are having difficulties submitting your assignmentson time, contact your online course instructor and let them know, so that they can help you create a consistent study routine.

## 4. Ask for help when you need it.

While it may be constructive to look for answers to your online course-related questions independently, hesitating to contact your online instructor when you are stuck may be problematic. If you don't ask for help when necessary, you may end up falling behind, which may lower your self-esteem, as you may not be able to keep up with the online course. Build a relationship with your online instructor and avoid misunderstandings by contacting them regularly and informing them who you are, and how you could use their help. By asking your online instructors to clarify problems, you will also help them not only to evaluate learners' level of understanding of the online material, but also to get an idea of the overall effectiveness of the online course. Finally, due to the open nature of online courses, by asking a question, you also help at the same time your virtual classmates, in case they are having similar difficulties. Keep in mind that if you don't ask for help when you need it, your online

instructor may never know that something is wrong.

**5. Review, revise, repeat.**

Regular revisions of the things you have already studied will not only improve your memory, but they will also help you better understand what you are learning. Create your own flash cards for your key notes and quiz yourself on the key concepts of the online course. Furthermore, consider having one or more study partners; working in groups will offer you alternative views of difficult concepts, motivation to achieve better results, and help in completing your online assignments more quickly by reviewing what you have learned. Share your study notes and habits with your virtual classmates and support each other throughout the online learning process.

**6. Take study breaks.**

Your performance will decrease if you are feeling tired or frustrated while studying. Integrate some personal time into your study routine and you will be able to work more effectively on your online course goals. When taking a break, make sure that you get away from your study space; you need to have a change of scenery. A mild physical activity, such as a walk around the block, will help you maintain balance, renew energy, and go back to studying with a clear mind.

**7. Participate in online discussions.**

Online learning doesn't necessarily mean learning in isolation. Connecting with your virtual classmates on social media or your online course's forum will enhance tremendously your eLearning experience, especially if you are an introvert and visual barriers hinder you in expressing yourself. Participate actively in online discussions and group activities, suggest study tricks, offer your input on the eLearning course, and engage in new ideas. Just ensure that you are mindful of your online tone; be respectful when you disagree with other members of your online group, and always write in complete and clear sentences to avoid misunderstandings and tone mishaps.



*Our mission is to provide  
resources and skill-  
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to school councils  
throughout Ontario to  
assist with:*

**Better  
Student  
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**Stronger  
Communities**

**Increased  
Opportunities**

[parentsengagedineducation.ca](http://parentsengagedineducation.ca)

# HOW TO SELF-MONITOR IF SOMEONE TESTS POSITIVE FOR COVID-19



If someone at school tests positive for COVID-19, parents will be notified. Not all students will be at-risk for potential infection. If your child is not a close contact, they don't have to self-isolate. Monitor your child for symptoms for 14 days.

## MONITOR YOUR CHILD FOR ANY NEW OR WORSENING SYMPTOMS:



Fever



Cough



Difficulty breathing

### Other symptoms include:

- sore throat or trouble swallowing
- runny nose
- red eyes
- sore muscles, tired or feeling unwell
- nausea, vomiting or diarrhea
- loss of taste or smell



## ENCOURAGE EVERYONE IN YOUR SOCIAL CIRCLE TO:

- Wear a mask in public spaces to protect others.
- Avoid crowded places.
- Limit contact with others with health issues or who are elderly.
- Keep a two metre distance from others.



## IF YOUR CHILD DEVELOPS SYMPTOMS:

Self-isolate immediately, [get tested](#), and contact public health at 416-338-7600. See [instructions](#) on how to self-isolate.



When visiting your health care provider or going to an assessment centre, try not to use public transit. If you use a taxi or ride share, wear a mask, sit in the back seat and keep the windows open.

# TYPING 201: CAPITAL LETTERS AND PUNCTUATION

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THIRD GRADE, FOURTH GRADE, FIFTH GRADE

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*by Mia Perez*

It's time to for your students to move onto learning more complex typing skills! This lesson teaches your students how to type capital letters, periods, question marks, and exclamation marks using correct finger placement.

## LEARNING OBJECTIVES

Students will be able to type capital letters, periods, question marks, and exclamation marks using correct finger placement.

## MATERIALS AND PREPARATION

- Class set of Typing Capital Letters
- Class set of Typing Punctuation Marks: Periods, Question Marks, and Exclamation Marks
- Class set of Typing Sentences
- Projector

## ATTACHMENTS

- Where Do My Fingers Go? Capital Letters S-D-F-J-K-L
- Where Do My Fingers Go? Typing Punctuation
- Where Do My Fingers Go? Typing Sentences

## INTRODUCTION (5 MINUTES)

- Write these sentences (or something similar without capitalization or punctuation) on the board: I can't wait for this weekend; what day is today; I want to go to the pool to practice my diving.
- Ask students to explain what is wrong with these sentences.
- Invite volunteers to come up to the board to edit these sentences.
- Support students to see that these sentences are missing capital letters and ending punctuation.
- Ask students why capital letters and ending punctuation are necessary. What would it be like to read a text without them?
- Tell students that today we are going to learn how to type capital letters, periods, question marks, and exclamation marks using our practice paper keyboards.

## EXPLICIT INSTRUCTION/TEACHER MODELING (5 MINUTES)

- Project the worksheet Typing Capital Letters and use this keyboard to model for your students



correct finger placement for typing capital letters and ending punctuation.

- Explain that to type the capital case of a letter, type the letter key as you hold down the shift key with the pinky finger of the hand opposite the one you are typing the letter key with.
- Explain that to type a period, use the right hand ring finger to reach down to press the period key.
- Explain that to type a question mark, use the right hand pinky finger to reach down and press the question mark key while holding the shift key with the pinky finger of your left hand.
- Explain that to type an exclamation mark, use the left hand pinky finger to reach up and press the exclamation mark key while holding the shift key with the pinky finger of your right hand.

## **GUIDED PRACTICE (20 MINUTES)**

### **PART 1**

- Refer to the projected Typing Capital Letters and use this keyboard to model for students correct finger placement for typing capital letters.
- Distribute Typing Capital Letters to each student.
- As a class, go through and color the shift key and each home key identified in the instructions to match with the correct finger. For example, color the “A” key red because the left pinky finger has a red circle.
- Model for students how to complete some of the letter combinations in the first column on the worksheet using correct finger placement.
- Tell students to use their paper keyboards to finish practicing the letter combinations in the first column.
- Walk around the class to ensure that students are typing and placing their fingers correctly.

### **PART 2**

- Project the worksheet Typing Punctuation Marks: Periods, Question Marks, and Exclamation Marks and use this keyboard to model for students correct finger placement for typing punctuation marks.

- Distribute the worksheet Typing Punctuation Marks: Periods, Question Marks, and Exclamation Marks to each student.
- As a class, go through and color the shift keys, the period, question mark, and exclamation mark keys so that they match with the correct finger placement. For example, color the question mark key pink because the right pinky finger has a pink circle.
- Model for students how to complete some of the punctuation mark combinations in the first column on the worksheet using correct finger placement.
- Tell students to use their paper keyboards to finish practicing the punctuation mark combinations in the first column.
- Walk around the class to ensure that students are typing and placing their fingers correctly.

### **PART 3**

- Project the worksheet Typing Sentences and use this keyboard to model for students correct finger placement for typing sentences with capital letters and punctuation marks.
- Distribute Typing Sentences to each student.
- As a class, go through and color the shift keys, the period, question mark, and exclamation mark keys so that they correspond with the correct finger placement. For example, color the exclamation mark key red because the left pinky finger has a red circle.
- Model for students how to type the first three sentences on the worksheet using correct finger placement.
- Tell students to use their paper keyboards to practice typing the fourth and fifth sentences.
- Walk around the class to provide support and feedback to students as they are typing.

## **INDEPENDENT WORKING TIME (20 MINUTES)**

- Tell students they will continue to practice typing capital letters and punctuation independently using the worksheets that they have already begun working on.

- Review the instructions on the the worksheets Typing Capital Letters; Typing Punctuation Marks: Periods, Question Marks, and Exclamation Marks; and Typing Sentences.
- Tell students to complete the remaining columns and sentences on each worksheet.

## RELATED BOOKS AND/OR MEDIA

- **GAME:** Typing Uppercase Home Row Keys f, j, d, k, s, l, a, g and h
- **GAME:** Typing Uppercase Top Row Keys r, u, e, I, w, o, q, p, t and y
- **GAME:** Typing Uppercase Bottom Row Keys v, m, c, x, z, b, n, comma, slash, and period
- **GAME:** Gem Typing Punctuation Symbols
- **GAME:** Gem Typing Symbols with Shift Key

## DIFFERENTIATION

### SUPPORT:

- Students can focus their typing practice on the first columns for the two worksheets Typing Sentences and Typing Punctuation: Periods, Question Marks, and Exclamation Marks.

- Students can work with a partner to take turns reading aloud the different capital letter combinations, punctuation combinations, and sentences as shown on the worksheets while their partner practices typing. This will assist those students who have difficulty typing while looking at a text.

### ENRICHMENT:

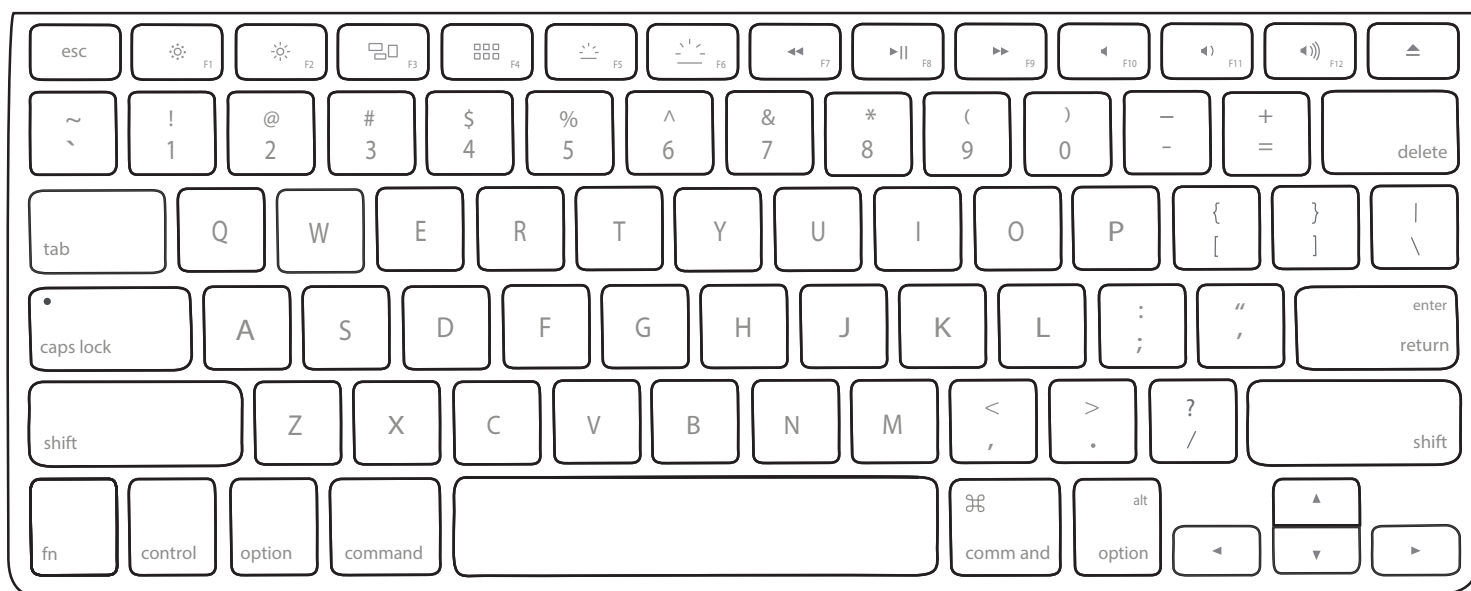
- Students can practice typing more complex sentences or paragraphs from a classroom book.

### ASSESSMENT (20 MINUTES)

- Using the worksheet Typing Sentences ask students to type a variety of capital letter combinations, punctuation mark combinations, and sentences.
- Monitor students as they are typing to ensure correct finger placement.

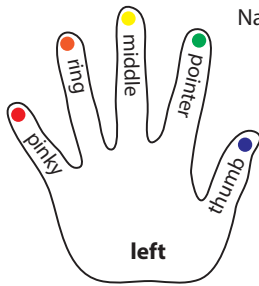
### REVIEW AND CLOSING (5 MINUTES)

- Ask students to think and talk about how big of a role computers play in their daily lives. How often are they on the computer? What do they use computers for?
- Ask students to think about the role of typing and why typing is an important skill to have this day and age.



# Typing Capital Letters

Name: \_\_\_\_\_ Date: \_\_\_\_\_



Use the color code on each finger to color the shift keys and letters S, D, F, J, K, and L so that they match with correct finger placement. Then practice typing each capital letter combination, beginning with the first column, at least three times.

## Remember:

- To make a capital letter hold down the shift key with the pinky finger of the hand opposite the one you are typing the letter with while typing the letter key.

## Letter Combinations:

### First

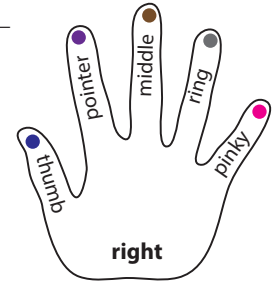
S-S-S  
D-D-D  
F-F-F  
J-J-J  
K-K-K  
L-L-L

### Second

S-s-S  
D-d-D  
F-f-F  
J-j-J  
K-k-K  
L-l-L

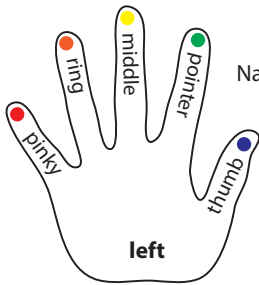
### Third

s-s-s  
d-d-d  
f-f-f  
j-j-j  
k-k-k  
l-l-l



# Typing Sentences

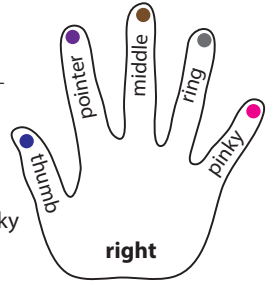
Name: \_\_\_\_\_ Date: \_\_\_\_\_



Use the color code on each finger to color the shift keys, the period, question mark, and exclamation mark keys so that they match with correct finger placement. Then, practice typing each sentence at least three times.

## Remember:

- To make a capital letter, type the letter key as you hold down the shift key with the pinky finger of the hand opposite the one you are typing the letter with.
- To make a period, press the period key with the ring finger on your right hand.
- To make a question mark, press the question mark key with the pinky finger on your right hand while pressing the shift key with the pinky finger on your left hand.
- To make an exclamation mark press the exclamation mark key with the pinky finger on your left hand while pressing the shift key with the pinky finger on your right hand.



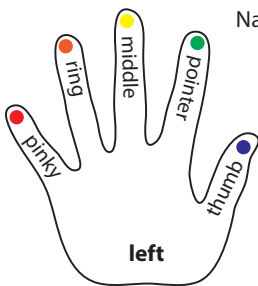
## Sentences

- Today is my birthday party.
- What time is your birthday party?
- I am so excited for your birthday party on Saturday!!
- What do you want for your birthday?
- I hope I get a Harry Potter book as a present.

- I cannot wait to open all of my gifts!
- What kind of cake will you have?
- I will have a chocolate cake from Susie's Cakes.
- That cake sounds delicious!
- See you there!

# Typing Punctuation Marks: Periods, Question Marks, and Exclamation Marks

Name: \_\_\_\_\_ Date: \_\_\_\_\_



Use the color code on each finger to color the shift keys and the period, question mark, and exclamation mark keys so that they match with correct finger placement. Then practice typing each punctuation mark combination, beginning with the first column, at least three times.

## Remember:

- To make a period, press the period key with the ring finger on your right hand.
- To make a question mark, press the question mark key with the pinky finger on your right hand while pressing the shift key with the pinky finger on your left hand.
- To make an exclamation mark, press the exclamation mark key with the pinky finger on your left hand while pressing the shift key with the pinky finger on your right hand.

## Punctuation Mark Combinations:

### First

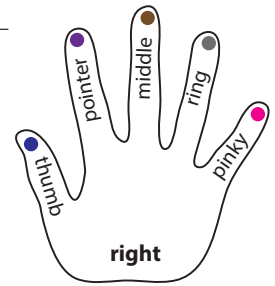
. - . - . -  
? - ? - ? -  
! - ! - ! -

### Second

. - ? - !  
? - ! - .  
! - . - ?

### Third

! - ? - . - . - ? - !  
! - ! - ? - ? - . - .  
. - ? - ! - . - ? - !



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