

Dear Parents and Guardians of students in Grades K - 6,

As teachers, we want to do our part in helping parents fulfill your role within the ecosystem of Christian formation. This involves keeping parents informed of school wide news and events that are happening within our classrooms. Over the years, we have been moving toward using less paper. This year, we want to see if we can create a more unified approach in some of the electronic communication that takes place between our classrooms and your homes.

**School Wide Events and News:** The office releases the *Charger News* electronically on Wednesday via emails you have provided to us when you registered your children. You can also find back issues of the *Charger News* on our website at [www.shorelinechristian.org](http://www.shorelinechristian.org)

**Classroom News and Events:** For the past few years, and teachers in the elementary grades have been communicating with parents through classroom newsletters and Renweb. We are going to transition to Google Classroom as our main means of communication so it's important that parents take steps to join if they want to stay updated as to what is going on. In August, Google finally released an update that allows us to invite parents and guardians into our Google Classroom. For more information about Google Classroom and your options, please take a look at [Google Classroom](#). We will be implementing this in grades K – 12 so that parents can build a habit of being informed in a consistent manner.

**Next Steps:** This is a new product, so we anticipate a bit of a learning curve for everyone involved. Google Apps is set up for the user to control the account. While we would like to set all this up for you, the student is the account owner, so we are going to need your help. A few things as we get started:

- All of our students in grades K – 12 have been given a login to a google account that consists of the first three letters of their last name followed by the first three letters of their first name @shorelinechristian.org. So John Smith would look like [smijoh@shorelinechristian.org](mailto:smijoh@shorelinechristian.org). Please note, for the safety of our students and so that parents have control over electronic communication their child uses, this is **not** an active email account.
- Teachers are creating their Google classrooms and inviting students to be in their class(es).
- **Parents in Grades K – 3**—Given the complexity of the email, we need your help in accepting the invitation to your child's class. Please go to [classroom.google.com](https://classroom.google.com) and login using the google account email address we have given your child (see above). The password when you first login is: 123456789 you will be asked to change that password once you login. Once you are in Google Classroom, accept the invitation into your child's class.
- **Parents in Grades 4 – 6**—The teachers will be working with the students to accept invitations for their class(es).
- Once the invitation has been accepted the teachers can invite parents and guardians to the class. They will be using the email(s) you provided to us when you registered your child(ren). If you need to update your email address please contact the office.
- You can chose to accept the invitation and decide how frequently you wish to receive updates from your child's class(es). Parents of children in grades K – 6 are asked to accept **daily** updates. Please note that you will only receive an update when the teacher or your child posts in the classroom.
- The email summary is only a system for notification. Accessing the documents requires the user to be logged into the account.

Please let Mr. Visser know if you have any questions and thanks for your help.