



St. Albert
PUBLIC SCHOOLS

2020-2021
SCHOOL
RE-ENTRY
PLAN

AMENDED AUGUST 17, 2020



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MESSAGE FROM THE SUPERINTENDENT AND BOARD OF TRUSTEES

As we plan for the 2020-2021 school year, our focus will be on providing our students with a high quality learning environment that follows mandated health and safety protocols. While there are still unknowns as school begins this fall, we are committed to working together with our parents, staff and the broader community as we learn to navigate a new school environment.

The safety measures we are implementing are outlined in this document. They are based on recommendations by the Chief Medical Officer of Health Dr. Hinshaw and the Government of Alberta's [2020-2021 School Re-Entry Plan](#). It is important for you to know that this document, and practices in our schools, will evolve as things continue to change in the province. We will continue to keep you informed about new developments as they happen.

We hope most students will return to school, but we also understand that in-class learning may not be the best choice for all families. To support families, we are working to access resources so we can offer a rigorous teacher-led online program.

These changes will not be easy for everyone, but the best way to face the challenge is by working together. We will do our utmost to mitigate risk wherever and however we can. We need your help too.

We need your continued support to practice good health habits at home and at school. Talk to your children about how school will be different this year and why it's important to follow these new safety measures. Practice hand washing, mask wearing, respiratory etiquette, and physical distancing that will keep your child and others in the school safe and healthy. We also encourage you to review the daily health screening checklist, as coming to school healthy is key to the success of our plan.

We're in this together, and with your help, we'll be ready to look after each other and create the best possible learning environments for our children and staff this year.



Krimsen Sumners, Superintendent



Glenys Edwards, Chair



Stanley Haroun, Vice-Chair



Kim Armstrong, Trustee



Cheryl Dumont, Trustee



Sheri Wright, Trustee

PLANNING THE RETURN TO SCHOOL

On July 21, 2020, the minister of education and Alberta's chief medical officer of health announced the provincial [School Re-Entry Plan](#) for 2020–2021.

The provincial plan is designed around three operational scenarios during the COVID-19 pandemic:

SCENARIO 1: In-school classes resume
(near normal with health measures)

SCENARIO 2: In-school classes partially resume
(with additional health measures)

SCENARIO 3: At-home learning continues
(in-school classes are suspended/cancelled)

The province has decided that students will return to school in September under [Scenario 1](#) of the provincial re-entry strategy.

Alberta's chief medical officer of health and the minister of education will continue to monitor information around the COVID-19 pandemic as they decide how to best keep students, staff and the broader community as safe as possible during a pandemic.

This means that, at any point during the school year, the province could decide whether schools across Alberta, schools in a particular region, or individual schools and classrooms need to move from one scenario to another. This decision will always be made by a medical officer of health in collaboration with education officials.

This document will help families know what to expect at St. Albert Public Schools this fall.

Each school will follow this plan and build on it with their own school-specific details, to give families a clear picture of what things will look like in their own school community under Scenario 1 of the province's re-entry plan.

There are three key elements in this plan - safety and risk mitigation, options for families and continuity of learning - which work together to support a return to school in September.

We will review this document on an ongoing basis to update it with the most recent direction and health advice from the province related to COVID-19 and school re-entry for the 2020–2021 school year.

To help families better understand the provincial school re-entry plan, Alberta Education has developed the following:

[Parents' Guide 2020–2021 School Year](#)

[Get the Facts: Back to Class for 2020–2021](#)

The safety and well-being of students, staff and families are the foundation of our return to school.

Protecting each other is a responsibility all members of the school community share. We all have a critical role to play in following the safety protocols set out by Dr. Deena Hinshaw, Alberta’s chief medical officer of health. These protocols are intended to mitigate or reduce the risk of COVID-19, **but do not eliminate all risk**. The provincial re-entry plan’s focus on safety does not depend on one single strategy, but many strategies that work together to support the safest environment possible within the complex dynamics of a school community.

These strategies include:



Screening for illness

We expect that only healthy students and staff will come to school each day.

Before coming to school each day, all staff and students must complete the Government of Alberta’s [COVID-19 Information Screening Questionnaire](#) to determine whether they can attend or must stay home. The self-screening questionnaire is [available in multiple languages](#).

Families will receive a copy of this provincial questionnaire from their school in late August.

They will be expected to complete the questionnaire daily and follow all Government of Alberta health instructions on the questionnaire. Students who have any symptoms noted on the questionnaire **cannot** attend school.

Families are not required to submit the form to the school. It is a tool to assess their child’s wellness before sending them to school.

Anyone else permitted in a school will also need to complete the daily [COVID-19 Information Screening Questionnaire](#) before entering the building. People with symptoms of COVID-19 or experiencing illness

will not be allowed in the school. All schools will have [signs](#) on their entrance doors reminding people not to enter the building if they feel sick, or if they have had close contact with someone who is ill or suspected of having COVID-19.

Showing signs of illness while at school

If a student or staff member shows symptoms during the school day, they will need to leave the school. When a student is showing symptoms, the student will continue to wear a mask if they can do so safely. School staff who supervise the student will also wear a mask and will:

- bring the student to a private area away from others, if possible, or keep them at least two metres away from others
 - all schools have been provided touchless thermometers, which will be a tool for when children are not feeling well and will enable schools to report health information to families
- contact parents or guardians to pick up their child immediately
- follow health protocols around personal protective equipment (PPE) and cleaning and disinfecting the area

Students or staff with pre-existing conditions

Any student with a pre-existing health condition (e.g. allergies) that causes symptoms of illness should be tested for COVID-19 at least once before they return to school. A negative test would help show that their symptoms are related to their pre-existing condition, and not to an illness. This would establish what their baseline for being healthy looks like. Families should notify their school about any pre-existing condition and the symptoms it causes. As long as these symptoms remain the same, the student can attend school.

If symptoms change or worsen, the student will need to leave the school, follow illness protocols and have another COVID-19 test to determine if the symptoms are still related to the pre-existing medical condition. If the test is negative, the student may return to school. Families can [learn more about COVID-19 testing and book a test online](#) through Alberta Health Services.

If there is a case of COVID-19 at school

If health officials confirm a case of COVID-19 in a school community, Alberta Health Services will take the following steps:

- the zone medical officer of health will work with school authorities to quickly:
 - identify cases
 - identify close contacts
 - create isolation measures when needed
 - provide follow-up recommendations to the school and family
- a COVID-19 case will not automatically lead to school closure—it could be that only the group of students and staff who came in close contact will be required to stay home for 14 days
- parents will be notified if a case of COVID-19 is confirmed at school; however, no personal or identifying information will be shared. Public health officials will contact those who were in close contact with the person.

- each school will support students and staff to learn or work at home if they are required to self-isolate. Students will be able to continue to access classroom materials through Google Classroom.

Handwashing and sanitizing

Everyone who enters a school will be required to use hand sanitizer or wash their hands immediately.

Students and staff will be required to wash and/or sanitize their hands throughout the day, including:

- every time they enter or exit the school
- before they enter classrooms
- before and after they use shared equipment
- before eating
- before and after taking off their mask

Schools will provide hand sanitizer throughout the building to support these requirements. We also encourage families to send their children to school with personal hand sanitizer.

Schools will also promote proper hand hygiene and respiratory etiquette with verbal reminders, educational tools and [posters](#) throughout the school.

Cleaning standards

We are developing a COVID-19 cleaning standard for all division schools that aligns with provincial directives around cleaning and disinfecting. These increased measures include:

- purchasing provincially recommended COVID-19 cleaning supplies
- additional training for custodial staff
- removing any soft furnishings and area rugs from classrooms and common areas that cannot be cleaned to provincial standards
- frequently cleaning and disinfecting high-touch surfaces such as water fountains and door handles
- more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas and classrooms

Our division is purchasing all COVID-19 cleaning and safety items on behalf of all of our schools. This will help ensure all schools use products that adhere to health standards and meet requirements to mitigate the spread of COVID-19. It also ensures that all schools have equitable access to these supplies.

Physical distancing

Physical distancing is one component of the provincial COVID-19 plan. However, it is not always possible, particularly in the school setting. Schools will put controls in place to promote physical distancing throughout their buildings, where possible, including in classrooms, hallways, washrooms and common areas. These controls may include:

- removing excess furniture in classrooms to make more space to spread student desks and tables farther apart
- removing and rearranging seating in common areas to prevent students from gathering
- staggering the times that classes start and end to prevent crowded hallways within the school day
- posting signs and using floor markers to control the flow of foot traffic and support physical distancing
- plexiglass shields
 - we are currently looking into the efficacy of plexiglass shields, recognizing the challenges with proper cleaning and disinfecting

In classrooms where physical distancing is challenging, the provincial government requires assigned seating plans and recommends positioning students to help mitigate the spread of the virus. The province further indicates, where physical distancing isn't possible, students will be seated in desks or at tables so that they are not directly facing each other. This way, if a student coughs or sneezes, they are less likely to cough or sneeze directly into the face of another student.

SAFETY AND WELL-BEING

Personal protective equipment (PPE)

All division staff will be provided with reusable masks and a face shield, as part of the division's plan to support a safer return to school. Masks are still required for staff who are wearing face shields.

Wearing masks at school

Masks are emerging as an important way to mitigate the risk of spreading COVID-19, particularly when people are indoors and physical distancing is a challenge.

Some important things to know about the use of masks are:

- individuals who are unable to wear a mask on any protected ground under the [Alberta Human Rights Act](#) may be excused from this health protocol. Families will work with the school principal to discuss this relative to their child.
- masks are required for staff who are wearing face shields
- please follow the provincial health guidelines for [how to choose and wear a mask](#)
- masks will be an important item on school supply lists for families

- every student in the division will be provided with two reusable masks

- if someone forgets their mask, schools will ensure there are supplies available for students and staff

Schools will make every effort to support the use of masks, and ensure that school communities are caring, understanding environments both for students who are wearing masks and for those who are unable to wear a mask.

Not all forms of PPE are required for all staff, but additional PPE (e.g. gloves) is important in the following situations:

- PPE will be part of plans to support students with special needs who require complex medical supports
- custodial staff will receive appropriate PPE to support their work cleaning and disinfecting



All staff and students in Grades 4–12 will be required to wear a mask

when physical distancing at school and in the classroom is not possible,
as one way to help reduce the risk of spreading the virus.

We are encouraging K–3 students who are able to wear a mask, to do so.

SAFETY AND WELL-BEING

Cohorts

In the provincial re-entry plan, **a cohort is defined as a group of students and staff who remain together.** The size of the cohort will depend on the size of the classroom and the number of students assigned to the teacher.

Cohorting decreases the number of close contacts staff and students will have in the school, and will assist public health officials in their efforts to trace contacts and contain a COVID-19 outbreak, should there be one in the school community.

We will do our best to support cohorting but given the nature of schools, we anticipate that this will be difficult in some scenarios. In order to support cohorting, students' option/complementary course choices will be limited.

WHAT WILL SCHOOL LOOK LIKE?

We look forward to welcoming students and staff back into our classrooms. However, it will be different in many ways as our whole system works together to support the safety and well-being of our students and staff during the COVID-19 pandemic. We want to help students, families and staff better understand how schools will operate and what teaching and learning will look like in 2020–2021.

School start up - staggered entry for all grades

To help our students understand the new rules and procedures in our schools, we will stagger our entry at the beginning of the school year:

- at high schools, half of the students will attend on August 31 (last names beginning with A through L), and half on September 1 (last names beginning with M through Z)
- at elementary and junior high schools, entry will take place on August 31, September 1 and 2, with 1/3 of students attending on each day

Each elementary and junior high school will contact individual families with details about how staggered entry will work. Schools will provide the date and time of students' first day of school.

Arriving at school

All students will have an assigned door to use every time they enter and exit their school. When students arrive at school, they will:

- go to the area outside their assigned door
- follow physical distancing guidelines to stay at least two meters apart while they wait outside
- follow physical distancing guidelines to line up when it is time to enter the school
- wait for staff to bring them into the school

School staff will be outside to remind students of these requirements, and to help students line up and keep an appropriate distance from each other.

Schools will develop staggered entry schedules to limit how many students enter the school at once. This schedule may be slightly different from the regular bell schedule.

During extreme weather, such as severe cold or rain, schools will have a plan in place so students can enter the school early.

Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school.

Parents and guardians of children who have complex needs and require support to enter the building should contact their school office in late August. Staff will work with them to develop a plan that is safe for both students and staff.

COVID-19 signage on entrances

All school doors will have [COVID-19 signs](#) posted to indicate that anyone with symptoms cannot enter the school.

Hand sanitizer and handwashing

As soon as students enter the school, they will be required to use hand sanitizer or immediately wash their hands. Schools will create plans to support hand hygiene by considering washroom locations, the number of students entering the school and other relevant factors. Students will be required to use hand sanitizer again before they enter their classroom.

Schools will provide hand sanitizer throughout the building to support these requirements. We also encourage families to send their children to school with personal hand sanitizer.

WHAT WILL SCHOOL LOOK LIKE?

Traffic flow within the school

Schools will use a variety of visual cues (posters and arrow/standing-dot floor markers) to help students maintain physical distancing within the school.

Lockers

At this time, locker use will be minimal and any use must follow physical distancing protocols. We will review this situation as the year progresses.

Most students will keep their personal belongings with them in class at all times and should only bring essential items with them to school.

Assigned seating in the classroom

Students will follow assigned seating plans throughout the day in the classroom, including for eating lunch. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support health contact tracing should that be required.

Student supplies and learning materials

Students will have their own personal supplies to use that are stored separately. Teachers will plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, they must be cleaned and disinfected after use. Students will wash or sanitize their hands both before and after using the shared items.

Washroom protocols

Washrooms will be cleaned and disinfected several times throughout the day. There will be a maximum number of students permitted in the washroom at one time. Depending on the size of the school and the location of washrooms, schools may assign students to specific washrooms.

Water fountains

Under provincial guidelines, water fountains can continue operating. **Students are encouraged to bring water bottles for personal use at school.** In schools, students will use the water fountain to fill their water bottles and not be able to drink from it directly.

In schools that have water-bottle refilling stations, those stations will remain operational and water fountains will be turned off.

Fountains will be cleaned and disinfected several times throughout the day, with particular attention to the knob and push buttons.

Common areas

Schools will have measures in place to promote physical distancing in spaces where students often gather, such as foyers, learning commons or T-intersections in hallways. Measures will include:

- limiting the number of students allowed in certain areas at certain times
- requiring students to walk straight through some areas so they don't crowd together in groups
- having staff supervise high-traffic areas and remind students to adhere to physical distancing protocols

Around school offices and other high-traffic areas, signage (posters and floor markers) will remind students and staff to keep a safe physical distance. There will also be a maximum number of individuals allowed in the school office at one time.

Schools will also develop protocols to mitigate risk in other spaces including staff workrooms and utility spaces.

WHAT WILL SCHOOL LOOK LIKE?

Dismissal times

Schools will take measures to prevent crowding in hallways and to support appropriate physical distancing, including:

- assigning a specific exit door to each student
- staggering dismissal times **slightly**, if needed—this staggered schedule may differ **slightly** from the school’s regular bell schedule, and will not interfere with transportation schedules

We are currently reviewing bell schedules at the junior and senior high levels. As a result, classes will dismiss approximately a half hour earlier than usual.

- high schools will dismiss at 2:00 p.m.
- junior high schools will dismiss at 2:30 p.m.
- K-9 schools will remain on their current bell schedule

Adults who come to pick up students from school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. School staff will bring students outside to meet the adults who are picking them up.

Recess and playground equipment

Students will remain in their assigned learning cohort for recess activities. Schools will ensure each cohort has an area outside that supports physical distancing and promotes play and physical activity. Schools may stagger break times or assign student cohorts to specific areas of the schoolyard.

Schools will follow the Government of Alberta’s [Guidance For Playgrounds](#) when using schoolyard and outdoor equipment.

Before and after school, school staff will be assigned to supervise areas outside school entrances. This supervision will help support physical distancing and is part of our division’s School Re-Entry Plan.

With this in mind, schools will not be assigning staff to supervise playground equipment before and after school. To support safety, this equipment will be off limits to students during these times.

Families who wish to take children to the playground at other times of the day are encouraged to follow the province’s [Guidance for Playgrounds](#) to use the equipment as safely as possible.

Open- or closed-campus school communities

Elementary and junior high schools will be closed campuses. Students will not be permitted to leave campus during lunch breaks.

High schools will work with their school community to decide if students will be allowed to leave campus during lunch breaks. If students are permitted to leave the school building, they must:

- exit through their assigned door
- respect physical distancing and all other COVID-19 health protocols when off campus
- assess whether they have any symptoms of illness before they re-enter the school—students with newly developed symptoms will not be permitted to return to school
- re-enter the school through their assigned door

WHAT WILL SCHOOL LOOK LIKE?

Lunch

It is important for students who stay at school for lunch to remember to bring their lunch each day—schools will not be able to accommodate family members who want to drop off lunches. If a student forgets their lunch, families should phone the school to work out a solution.

Students will store lunches with their other personal belongings.

All students must **wash** their hands before eating, and eat only their own food. Students are not permitted to share food under provincial health guidelines.

At this time, **microwaves will not be available to students** and vending machines will not be available to elementary and junior high students. If used at the high school level, strict protocols will be in place.

Schools will not be able to support any food being brought into the school through a food delivery service (such as pizza or Skip the Dishes).

Elementary students will remain in their cohort to eat lunch. Multiple cohorts will not gather together to eat. Under Scenario 1, schools will be able to hire lunchroom supervisors to help supervise students. These staff must adhere to all COVID-19 health protocols and will not be able to enter the school if they have symptoms of illness.

Junior high and high school students who stay on campus will be assigned to an area of the school for lunch.

If the school is using a common lunch area, cohorts of students will eat in staggered shifts and the space will be cleaned and disinfected between each cohort. When scheduling lunchtimes, schools will make sure students have enough time to eat their lunch.

School cafeterias must follow the Alberta government's strict [COVID-19 health guidelines](#) and, at this time, will operate at a reduced capacity.

Food in schools

There are clear provincial guidelines around food in schools during COVID-19. As a result, treats cannot be sent from home for birthdays or other special days, and teachers will not hand out food or treats in the classroom. Potluck events, barbecues, food trucks or special lunch days (e.g. hot dog day) are all postponed at this time.

School nutrition programs

Schools that offer school nutrition programs will need to adhere to the following provincial guidelines:

- only designated staff will be permitted in food preparation areas
- all food served to students needs to be served in prepacked portions or served to students by designated program staff
- utensils will be used any time food is served to students
- there will be no shared food condiments or seasonings, such as ketchup or salt and pepper
- any leftover food will be thrown out—schools will not be able to package leftovers to send home to families

2020-2021 division calendar

The approved [2020–2021 division calendar](#) will remain in effect for the entire school year, no matter which provincial re-entry scenario we are operating under.

WHAT WILL SCHOOL LOOK LIKE?

Volunteers and visitors

In-person visitors and volunteers will not be allowed in division schools at this time. This includes guest speakers, sports-team coaches and artists in residence. Individuals are encouraged to communicate with the school through email or by phone.

Currently, **parent volunteers are not permitted in the school building.** However, we are optimistic that we will find ways to work with parent volunteers later in the school year.

Individuals authorized to enter the school include Canada Post, delivery and maintenance personnel who support the running of the school, and emergency responders. These people will only enter the school if the [COVID-19 Information Screening Questionnaire](#) indicates they are safe and if they have no symptoms. They must also sign the school's COVID-19 visitor log.

Individuals entering the school will be required to wear a mask.

Division staff entering buildings

At this time, under Scenario 1, all division staff are permitted to enter school buildings as required. This includes substitute and casual staff, facilities maintenance personnel, delivery employees, teaching and learning support staff and contracted security staff. These personnel will only enter the school if the [COVID-19 Information Screening Questionnaire](#) indicates they are safe to do so and if they have no symptoms. They must also sign the school's COVID-19 visitor log.

Division staff entering the school will be required to wear a mask.

Family and school communication

Families can stay in contact with their schools through email and over the phone. Families who need to go into the school must book an appointment in advance. Family members with a scheduled appointment will need to use the Government of Alberta's [COVID-19 Information Screening Questionnaire](#) before going to the school to determine if it is safe for them to attend.

Families who are contacted to pick up a sick child can attend immediately. The person picking up the student must be safe to enter the school based on the [COVID-19 Information Screening Questionnaire](#).

Family members attending the school for any reason will be asked to complete the school's COVID-19 visitor log.

Family members entering the school will be required to wear a mask.

COVID-19 visitor log

Division staff not regularly assigned to the school, authorized visitors and family members attending the school must fill out the school's COVID-19 visitor log to:

- confirm they are not ill and do not have COVID-19 symptoms
- provide their name
- indicate who they are meeting with
- note the time they arrived at the school
- note the time they left the school

WHAT WILL SCHOOL LOOK LIKE?

Student teachers

The division will continue to support the placement of student teachers. Student teachers will be expected to follow all safety and health protocols in place for division staff and students, including the daily [COVID-19 Information Screening Questionnaire](#).

They will not be permitted to attend the school if they have symptoms of illness.

Community use of schools

All community use of indoor school space is currently suspended—this is required to support the proper cleaning and disinfecting of the school facility and to limit access to the school by individuals who are not regular members of the school community.

Joint use agreements

All indoor joint use of schools for community members is currently suspended. School fields, tennis courts and ball diamonds will remain available for community use through the joint use agreement in the evenings and on weekends.

The division will work with joint use partners on an ongoing basis to work toward safely reopening school spaces for community use.

Daycare tenants

Staff from our Facilities department will work with daycares to ensure they follow both Alberta Health and division health and safety expectations and protocols around COVID-19.

Transportation

Families are encouraged to consider getting their children to and from school if they are not comfortable with their child riding on the yellow bus with other children.

Yellow bus service students with COVID-19 symptoms or experiencing illness will not be permitted on the bus.

To help keep students and staff as safe as possible:

- students in Grades 4–12 will be required to wear a mask
- K–3 students are strongly encouraged to wear a mask
- students will be assigned regular seats, using a seating plan that limits close contact with others and requires members of the same household to sit together
- students will be encouraged to avoid touching surfaces unnecessarily, and to keep their hands to themselves
- students will respect physical distancing while they get on and off the bus, and staff will remind them of this
- there will be a protective zone between the driver and student passengers and drivers will wear a mask
- the bus will be cleaned according to COVID-19 cleaning standards prior to each run and at the end of the day, and this cleaning will be recorded by the driver

Public transit

Effective August 1, 2020, all passengers on St. Albert Transit must wear masks. Students taking St. Albert transportation must follow the city bylaw.

WHAT WILL SCHOOL LOOK LIKE?

School libraries

The protocol to access library materials and resources will be as follows, based on provincial recommendations:

- students and staff will not access directly
- staff will submit a request for the resources
- a library staff member wearing a mask and gloves will pull the resources
- the resources will be disinfected and then delivered to the classroom
- inside the classroom, resources will be disinfected after each use by a student
- after the resources are returned to the library, they will sit for two days and then be disinfected and reshelfed

When staff are assigned to work in the library, all hard surfaces and the overall space will be cleaned and disinfected daily according to COVID-19 cleaning standards.

Emergency procedures

We are working with the City of St. Albert to ensure that emergency drills (such as fire drills or lockdowns) reflect COVID-19 safety protocols.

TEACHING AND LEARNING

Options for families

A quarterly system for 2020–2021

Families will be able to decide, at four key times throughout the school year, whether their child will attend school in person or choose to learn at home through online instruction.

To offer this choice, we are organizing the school year into four instructional quarters (two-month periods of learning).

QUARTER	DATES
1	Aug 31 to Nov 10
2	Nov 12 to Jan 29 (Jan 28 for high school)
3	Feb 1 (Jan 29 for high school) to Apr 20
4	Apr 21 to Jun 28

How it works

In mid-August, parents will have the chance to choose if their child will return to school in person or if they will choose online learning at home. Then, schools will organize resources and staff to support the choices that families make for that quarter.

Three weeks before the start of each quarter, families will be asked to indicate their choice for the following quarter. Whether families choose in-person or online learning, they remain enrolled in the school where they registered or pre-enrolled for 2020–2021.

Resources for all students

To make sure we're ready to deliver quality online instruction throughout 2020–2021, we are partnering with Edmonton Public Schools to access online resources in the core subject areas for K-12 students. This will help ensure that there is consistency of learning resources and learning progressions, no matter which type of instruction families choose for their child.

Fees

Schools will charge fees to families each quarter, based on whether the family is choosing in-person or online instruction for that quarter.

Lunch fees will be included in each quarterly fee schedule. Families may continue to pay these fees on a monthly basis within the quarter.

Transportation fees will continue to be charged on an annual basis.

Because schools will organize their operational spending to best support family choice in their community, schools are not able to refund fees once they have been received for that quarter.

In-person instruction under Scenario 1

Students who attend school will be assigned to a class where a classroom teacher will support their learning.

If a student needs to stay home due to illness, their classroom teacher will provide work to support their learning through Google Classroom. The teacher will not provide online instruction.

Online instruction under Scenario 1

Students who learn online will be part of an online learning group with an assigned teacher. This learning format will include live online teacher instruction, directed activities and assignments that students will complete independently. Online instruction will not replicate an in-person classroom experience. **The online learning approach will require parental involvement and assistance.**

Online students will remain enrolled at the school where they registered for 2020-2021. However, their online teacher may not be a staff member at that school. As well, students in an online learning group will often be from more than one division school.

Online instruction will focus on the core subject areas (English Language Arts, Math, Science and Social Studies) with complementary courses (Physical Education, Health and Wellness, Music and Art) woven into the core subject areas.

The division will explore meaningful ways to deliver Cogito/Logos programming to online students, but we cannot guarantee that all Cogito/ Logos courses will be available online. Families with children registered in a Cogito/Logos program will continue to receive information from their school about the program. Online students will also be welcome to participate in any virtual events related to their program. At this time, schools are limited to hosting virtual events only.

Family choice mid-way through a quarter

Shifting from in-person to online learning

In some cases, a family may decide part way through a learning quarter that in-person instruction is no longer appropriate for their child. The family should let their school know they plan to move their child to an online learning group for the following quarter.

Students who make this change before a quarter ends will continue to receive work from their classroom teacher through Google Classroom. The family will be responsible for guiding their child as they complete this work at home. Once the quarter ends, the student will start the next quarter online with a different teacher.

Shifting from online to in-person learning

Families who chose online instruction and want to transition to in-person learning have the opportunity to do so at the start of each new quarter. When their child moves to in-person instruction, the student will be in a learning group with a different teacher.

TEACHING AND LEARNING

A closer look at in-person instruction under Scenario 1

Preschool and Kindergarten programming

Preschool and Kindergarten programming under Scenario 1 will be half days of in-person instruction, with the exception of the division's full-day Kindergarten programs, which will remain full-day programs.

Classrooms will be cleaned and disinfected between morning and afternoon classes, and each half-day cohort of students will have their own set of toys, manipulatives and resources to support learning. These materials will also be cleaned and disinfected daily.

Elementary

Students in Grades 1–6 will be organized into learning groups. Each learning group will be considered to be a cohort. Students will remain in their cohort for all instruction and for non-instructional times such as lunch and recess. In most cases, there will be one teacher assigned to the cohort. In some instances, there may be more than one teacher who shares instructional responsibilities for a cohort.

Other adults who enter the classroom to interact with a cohort of students (e.g. school administrators, the music teacher, a lunch supervisor) will follow strict provincial health protocols that include hand sanitizing and wearing a mask.

Cohorts will be assigned to enter and exit the school by a specific door and to use a specific washroom.

Junior high

Junior high schools will consider a variety of factors to decide how to best organize their students into cohort groups and how to provide programming with minimal disruption to these groups.

As part of this plan, students will be assigned to enter and exit the school through a specific door and may be assigned to a specific area or wing of the school for break times and using the washroom.

High school

High schools will be organized using a quarterly system for the 2020–2021 school year. This means the school year will be divided into four time periods, or learning quarters. Students may take up to two courses in each quarter. This helps to minimize the contact students have with each other as they move between classes.

Student course requests will be scheduled over all four quarters of the school year.

As part of this plan, students will be assigned to enter and exit the school through a specific door and may be assigned to a specific area or wing of the school for break times and using the washroom.

Supporting students with special needs

Returning to school can cause additional concern or anxiety for families of students with special needs. Families need to know we are taking steps to support them. This includes:

- working with Alberta Health Services on COVID-19 safety protocols for some of the complex medical interventions and supports some students require, to keep both students and staff as safe as possible
- adding COVID-19-specific strategies as needed to student-support plans, such as Individual Program Plans (IPPs), Medication Management Plans or Individual Student Behaviour Plans
- addressing effective learning strategies for online learning in IPPs

More information about how we're supporting students with special needs during COVID-19 will be available prior to the start of school. If you have questions or concerns, please feel free to contact your school or Student Services at the division office to discuss your child's particular re-entry plan and programming.

TEACHING AND LEARNING

International students

Only international students already here in Canada and who have pre-registered for the 2020–2021 school year will be accommodated.

The province has indicated that after Canada lifts current travel restrictions and non-essential travel resumes, international education programs can resume. Any students would need to follow quarantine requirements and any relevant public health orders.

Use of technology

Schools will organize in-person instruction to minimize sharing of devices such as Chromebooks and iPads. That could mean schools assign technology to specific cohorts at certain times, or to individual students for extended periods of time. Devices will be disinfected between uses according to division COVID-19 cleaning guidelines.

Families who choose to have their child participate in online instruction require access to a device and a reliable internet connection at home. Families without a device should contact their school to discuss borrowing options.



Students may be encouraged to bring their own devices to school. In most cases, we recommend Chromebooks because they work with the Google Suite of tools we use across our division. **Families interested in buying a Chromebook for their child may visit the [division website](#) for information.** Students who bring their own device will be responsible for taking it home to charge it every night.

French Immersion program

St. Albert Public Schools respects the choice of families—both when they registered for school last spring and now, as they navigate a return to school during COVID-19. With this in mind, it is important to recognize the following:

- Students registered in a French Immersion who are participating in **in-person instruction** will continue to receive instruction related to their program.
- Students registered in a French Immersion program who are participating in **online instruction** will receive instruction that covers all required areas of the provincial curriculum. The division will explore meaningful ways to deliver French Immersion programming to online students, **but we cannot guarantee that all French Immersion courses will be available online.** Families with children registered in a French Immersion program will continue to receive information from their school about the program. Online students will also be welcome to participate in any special events related to their French Immersion program.

Logos and Cogito programs

St. Albert Public Schools respects the choice of families—both when they registered for school last spring and now, as they navigate a return to school during COVID-19. With this in mind, it is important to recognize the following:

- Students registered in a Logos or Cogito program who are participating in **in-person instruction** will continue to receive instruction related to their program.
- Students registered in a Logos or Cogito program who are participating in **online instruction** will receive instruction that covers all required areas of the provincial curriculum. The division will explore meaningful ways to deliver alternative programming to online students, **but we cannot guarantee that all alternative programming options will be available online.** Families with children registered in

a Logos or Cogito program will continue to receive information from their school about the program. Online students will also be welcome to participate in any special events related to the alternative program.

Music

Music instruction will continue, but it will look different. In-person singing, cheering or shouting, and playing wind instruments is postponed at this time.

Instruction will focus on music appreciation, theory and playing percussion or string instruments.

If music instruction is provided in the music room, it must be cleaned and disinfected between each cohort of students.

Physical Education

Schools will continue to provide physical education instruction. The province's plan indicates that delivery of programming outside is most desirable, and activities that support physical distancing, such as badminton, are recommended.

Sharing equipment is discouraged. Equipment that is used must be cleaned and disinfected before and after each use. Students must wash or sanitize their hands before and after using equipment.

Use of lockers in the change room will not be permitted at this time.

Art

Students will have their own personal materials. If the art instructional space is a shared classroom, it must be cleaned and disinfected between each cohort of students.

Labs

Schools will follow COVID-19 health protocols to determine how to deliver lab-based learning as safely as possible. In some cases, students will participate directly in the learning experience. In other situations, teachers may need to demonstrate the learning experience.

Complementary courses

Junior high and high schools will carefully consider safety factors around COVID-19 to assess which complementary courses can be taught, such as band, foods or construction. Schools will review a variety of factors, including student cohorts and physical distancing. Therefore, schools may offer fewer complementary courses, **and students may not have choice, but be assigned to those courses.**

Work experience

Work experience may resume. Schools that plan to offer work experience will work with the division Occupational Health and Safety Coordinator to make sure all placements have appropriate COVID-19 safety protocols in place.

Curriculum resources to support continuity of learning

We are co-ordinating in-person and online teaching to make sure students across the division learn key themes or units of the curriculum at the same time during the school year. This will ensure that students who shift between in-person and online learning groups in 2020–2021 can do so without disrupting the continuity of their learning. It will also help keep students on track if they need to miss school due to illness or to self-isolate.

Assessment

Teachers will assess students throughout the school year, for both in-person and online learning. Student progress will be reported to parents throughout the year.

Kindergarten to Grade 9

- November 2020: an interim report summarizing growth and progress
- February 2021: a report card indicating achievement across all subject areas
- June 2021: a final report card indicating year end achievement for all subjects

Grades 10 to 12

- students will receive a report summarizing achievement and providing a final course grade at the end of each instructional quarter: November 2020, February 2021, April 2021, June 2021

At this time, all parent-teacher conferences will be arranged online.

Provincial examinations

We will not be administering Provincial Achievement Tests for Grades 6 and 9.

Diploma exams will be required and available in November, January, April and June.

SCHOOL-BASED ACTIVITIES

Field trips

Field trips that require students to ride a bus are currently postponed, in keeping with provincial guidelines. As well, our division has decided that:

- international field trips are suspended for the 2020–2021 school year because of uncertainty and risks associated with travel during COVID-19
- field trips within Canada are suspended but will be reviewed as chief medical officers of health adjust recommendations about traveling between provinces (learn more about [Alberta's COVID-19 travel restrictions](#))
- overnight trips are suspended, and the opportunity to plan and participate in these trips will be reviewed throughout the year as Alberta's chief medical officer of health adjusts local COVID-19 guidelines
- virtual field trips, in-class/classroom field trips and socially distanced community walking trips that follow COVID-19 health and safety protocols are permitted

Assemblies and special events

Gatherings that bring multiple cohorts of students together are not permitted at this time. This includes such things as performances, book fairs, guest speakers, school dances, in-person meet-the-teacher events and group fundraisers like bike-a-thons.

Virtual assemblies may be held within the school community.

This year's READ IN Week event will be limited to school staff reading with students and virtual guest readers.

Extracurricular activities

At this time, extracurricular activities will not be proceeding. We will continue to evaluate as more information becomes available.

Athletics

School athletics are being reviewed and more information will be available in the coming weeks. Some sports will proceed September 1, including football, golf and cross country. Please contact your school for more information.

Graduations

At this time, the division has not made a decision about traditional graduation ceremonies for the class of 2021. Schools may begin to plan celebrations for the class of 2021. These plans **must** include a COVID-19 contingency plan.

School council meetings

At this time, all school council meetings will be done virtually. Principals will contact school council members in September.

SUPPORTING MENTAL HEALTH AND WELL-BEING

To support students and families, our division is working on a set of mental health resources that will be released in the coming weeks.

Parents or guardians who are concerned for their child's well-being can reach out to these community resources:

Mental Health Helpline: 1.877.303.2642

This toll-free helpline provides confidential and anonymous services, crisis intervention, information about mental-health services and referrals to other agencies.

Kids Help Phone: 1.800.668.6868

kidshelpphone.ca

Text CONNECT to 686868

Health Link: 811

St. Albert Community and Social Development: 780.459.1756

stalbert.ca/city/csd/

Alberta Health Services

[Help in Tough Times](#)

[Healthy Together](#)

First Nations and Inuit Hope for Wellness Help Line: 1.855.242.3310

This federal program is available 24 hours a day, seven days a week; online chat at [Hope for Wellness](#).

St. Albert Public Schools' website

[Links to resources](#)

COVID-19 is causing a lot of uncertainty for families and our communities.

Prevent the Spread: entrance poster



Prevent the Spread: hygiene habits poster

PREVENT THE SPREAD

Proper hygiene habits



Cover up
Cover your mouth and nose with a tissue when you cough or sneeze.



Toss the tissue
Throw away used tissues immediately.



20-second scrub
Wash your hands, especially after using tissues.



Sneeze into your sleeve
Cough or sneeze into your elbow, not your hands.



Hands off
Don't touch your eyes, nose or mouth.
Germs on your hands can transfer into your body.

Keep your distance
Stay at least two metres away from people around you.
When you are ill or not feeling well, avoid contact with others - **stay home!**





Prevent the Spread: hand sanitizer poster

PREVENT THE SPREAD

Use hand sanitizer



1 Apply a palmful of alcohol-based hand sanitizer



2 Rub palm to palm



3 Rub between and around fingers



4 Rub back of each hand



5 Rub fingertips and under nails



6 Rub thumbs



7 Rub until hands are completely dry



St. Albert
PUBLIC SCHOOLS

Prevent the Spread: handwashing poster

PREVENT THE SPREAD

Get the upper hand on germs

wash your hands properly

- **1 Wet and lather**

Lather your hands and wrists with soap. When using bar soap, set it on a rack to dry after use.
- **2 Scrub for 20 seconds**
 - PALM TO PALM
 - BETWEEN AND AROUND FINGERS
 - BACK OF EACH HAND
 - FINGERTIPS AND UNDER NAILS
- **3 Rinse**

Rinse thoroughly under running water.
- **4 Dry and protect**

Dry hands with a single-use towel or air dryer. Protect your hands from touching dirty surfaces while in the washroom, and as you leave.



Room capacity poster



LIST OF SCHOOLS

Preschool

St. Albert Public Preschool

Principal: [Tracy Columbine](#)
Multiple locations
c/o 60 Sir Winston Churchill Ave
780.419.6545
preschool.spschools.org

Elementary

Elmer S. Gish

Grade K-9
Principal: [John Strembitsky](#)
75 Akins Dr
780.459.7766
esgish.spschools.org

Joseph M. Demko

Grade K-9
Principal: [Les Kirchner](#)
200 Jensen Lakes Blvd
780.347.0015
jmd.spschools.org

Keenooshayo

Grade K-6
Principal: [Brian Samuel](#)
40 Woodlands Rd
780.459.3114
keeno.spschools.org

Leo Nickerson

Grade K-6
Principal: [Helen Nowell](#)
10 Sycamore Ave
780.459.4426
ln.spschools.org

Lois E. Hole

Grade K-6
Principal: [Kevin Jones](#)
120 Everitt Dr N
780.460.0034
leh.spschools.org

Muriel Martin

Grade K-6
Principal: [Peter Fenton](#)
110 Deer Ridge Dr
780.458.0205
murielmartin.spschools.org

Robert Rundle

Grade 4-6
Principal: [Cory Albrecht](#)
50A Grosvenor Blvd
780.459.4475
rr.spschools.org

Ronald Harvey

Grade K-6
Principal: [Susan Anderson](#)
15 Langley Ave
780.459.5541
ronaldharvey.spschools.org

Sir Alexander Mackenzie

Grade K-6
Principal: [Michael Erickson](#)
61 Sir Winston Churchill Ave
780.459.4467
samschool.spschools.org

Wild Rose

Grade K-3
Principal: [Derek Herman](#)
58 Grenfell Ave
780.460.3737
wildrose.spschools.org

Junior High

Elmer S. Gish

Grade K-9
Principal: [John Strembitsky](#)
75 Akins Dr
780.459.7766
esgish.spschools.org

Joseph M. Demko

Grade K-9
Principal: [Les Kirchner](#)
200 Jensen Lakes Blvd
780.347.0015
jmd.spschools.org

Lorne Akins

Grade 7-9
Principal: [Graham Jackson](#)
4 Fairview Blvd
780.460.3728
lorneakins.spschools.org

Sir George Simpson

Grade 7-9
Principal: [Randy Roszell](#)
50 Grosvenor Blvd
780.459.4456
sgs.spschools.org

William D. Cuts

Grade 7-9
Temporary Principal: [Mike Tod](#)
149 Larose Dr
780.458.8585
wdcuts.spschools.org

High School

Bellerose

Grade 10-12
Principal: [Jyoti Mangat](#)
49 Giroux Rd
780.460.8490
bchs.spschools.org

Paul Kane

Grade 10-12
Principal: [Erin Steele](#)
12 Cunningham Rd
780.459.4405
pkhs.spschools.org

Outreach

Grade 10-12
Principal: [Denise Belley](#)
50 Sir Winston Churchill Ave
780.458.0839
outreach.spschools.org



St. Albert
PUBLIC SCHOOLS

Division Administration Office, 60 Sir Winston Churchill Avenue
780.460.3712 • www.spschools.org

