

School re-entry

École Richard Secord School Re-entry Strategy 2020–2021

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Message from the Superintendent

Parents, families and guardians,

On July 21, 2020 the Government of Alberta announced that students would return to in-person classes in September, at near-normal operations, with health measures in place.

As we prepare to welcome our 107,000 students and our staff back to school, we have been working on a strategy that focuses on three key themes:

- mitigation of risk through safety strategies
- family choice
- continuity of learning

This school year will be unlike any before. However, we remain unwavering in our focus on high-quality teaching and learning in environments that keep our students, staff and families as safe as possible.

To keep everyone as safe as possible, we have made a number of changes to school routines and practices that we will all need to adjust to. And as the situation with COVID-19 continues to evolve, so, too, will our approach and our strategies. We look forward to connecting with students in September to welcome them back and help them adjust to the new changes.

Safety first

The changes we're making are based on provincial requirements and direction to mitigate the spread of COVID-19. These changes include:

- requiring staff and students to conduct daily health checks prior to coming to school
- strict stay-at-home protocols for those who are feeling unwell
- enhanced cleaning and disinfecting in schools and on buses
- encouraging physical distancing where possible
- creating cohorts of students
- mandatory masks for students from Grade 4–12 and for all staff in settings where physical distancing cannot be maintained, as outlined in provincial guidelines
- asking K–3 students who are physically, psychologically or developmentally able to wear a mask, to do so
 - individuals who are physically, psychologically or developmentally unable to wear a mask, or any protected ground under the Alberta Human Rights Act, may be excused from this health protocol
- hand hygiene requirements for students and staff

Physical distancing in many of our classrooms will be challenging. Given this, masks are mandatory as an additional means of protection for staff and students.

Family choice

We recognize that returning to in-person classes may not be the best option for all students, and families know their children best. To meet the needs of all students, online learning will be offered in the 2020–2021 school year. Schools will be in contact with families four times during the school year about whether students will continue with in-person learning or online learning.

Our goal is to ensure all students receive a high-quality education, no matter what option they choose. More information about family choice is outlined in this document.

Continuity of learning

We know that students may move between in-person and online learning throughout the year. To ensure the transition is smooth, we are coordinating 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.

Shared responsibility

As our Chief Medical Officer of Health, Dr. Deena Hinshaw, has said, safety is our collective responsibility. Together, we must all take measures to protect one another—we must maintain high levels of hygiene and we must all follow the provincial health guidance to the best of our ability.

We take this responsibility seriously. There is nothing more important to us than the safety and well-being of our staff and students.



Darrel Robertson
Superintendent of Schools
Edmonton Public Schools

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.

To help families better understand the provincial school re-entry plan, Alberta Education has developed the [Parents’ Guide 2020–2021 School Year](#) and [Get the Facts: Back to Class for 2020–2021](#).

This school re-entry strategy follows the [COVID-19 Division Re-entry Strategy](#). It is designed to give families a clear picture of what things will look like at our school under Scenario 1 of the province’s re-entry plan.

Our strategy is developed around three key themes—safety and risk mitigation, family choice and continuity of learning—which work together to support a return to school in September.

Safety and well-being

The safety and well-being of staff, students and families, is the foundation of our return to school. Protecting each other is the shared responsibility among all members of the school community—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:

- cohorts
- screening for illness
- strict illness protocols
- handwashing and sanitizing
- cleaning standards
- physical distancing
- personal protective equipment (PPE) and masks



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.

Screening for illness

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 posters on their 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.

Following provincial health protocols around illness is a key strategy to slow down or stop the spread of COVID-19. **We all must do our part and stay home when we are sick.**

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 sick, 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 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 with pre-existing conditions

Any student with a pre-existing health condition 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
- 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 and public health officials will contact those who were in close contact with the person
- each school authority will support students and staff to learn or work at home if they are required to self-isolate

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

Schools will provide hand sanitizer throughout the building to support these requirements. It is also encouraged that families send their children to school with personal hand sanitizer.

Schools will also promote proper hand hygiene and respiratory etiquette with verbal reminders 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
- posting signs and using floor markers to control the flow of foot traffic and support physical distancing
- plexiglass shields in the school office
 - 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.

In situations where physical distancing is not possible (e.g. buses, classrooms and some sporting activities), extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.

— *Government of Alberta, Guidance for School Re-entry – Scenario 1*

Personal protective equipment (PPE) and masks

Not all forms of PPE are required for all staff, but additional PPE 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 Division staff will be provided with reusable masks and offered a face shield, as part of the Division's strategy 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.

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 asking K–3 students who are physically, psychologically or developmentally able to wear a mask, to do so.

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

- individuals who are physically, psychologically or developmentally unable to wear a mask, or 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

What school will 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.

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.

Many 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.

At Richard Secord:

- For September 3rd and 4th ONLY, there will be STAGGERED ENTRY to allow for the teachers to work with SMALLER GROUPS for one day, with time to review and rehearse new safety and classroom learning protocols.
 - Students will only return for ONE of these days.
 - A schedule for families indicating their assigned time during these two days will be sent out by August 24th. These will be based on family surnames.
- On the first days of school students will enter the school through their designated door. They will be shown meeting areas and morning processes during the day.
- All students have been assigned to specific doors through which they will enter the school at the start of the day as per the map and charts below. Cohort groups will be assigned areas where they will meet in the morning with supervision. Staff will guide their entry into the building.
- Designated locations for school entry and dismissal will be communicated with families through the welcome letter, SchoolZone, and social media. Beginning September 7th signage will also indicate the class meeting areas for students.
- Staff will be outside supervising students beginning at 8:17 a.m. to assist students in moving from buses and parent drop off to their designated meeting areas near their class entries.
 - We ask that parents dropping off students in the morning remain in their vehicles.
 - Parents who walk their children to school are asked to leave the area as soon as their child has checked in with their supervisor.
 - As we need to limit congestion and maximize distancing, during the morning drop off time, parents will not be able to wait on school grounds with their children until the bell.
- Class assignments for students will be communicated through SchoolZone beginning on August 31st.

****Please note grade 4 to grade 6 students will enter the building 5 minutes after kindergarten to grade 3 students to alleviate congestion.

- Students who arrive late will be asked to enter the Front Door #1 by the main office.
- In inclement weather, students will enter the building as soon as they arrive. Note, that doors will be opened at 8:17 a.m.

- Any families who have children with complex needs are invited to contact the office to coordinate a safe entry plan.

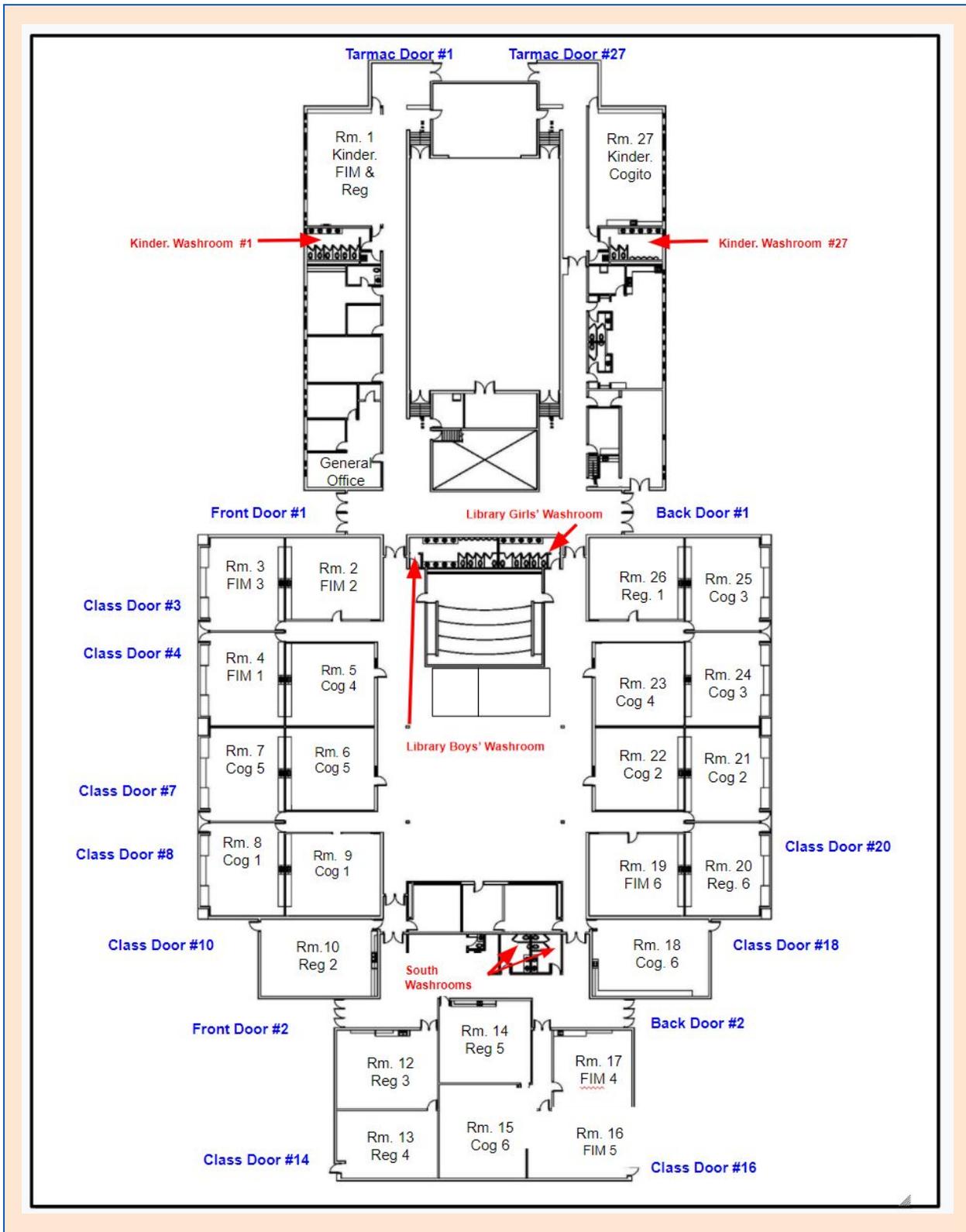
Entry Times- Kindergarten to Grade 3 - Arrival- 8:32 a.m.

Room Number	Entry/Exit Door
Rm. 1 - Kindergarten	Tarmac Door #1
Rm. 27 - Kindergarten	Tarmac Door #27
Rm. 4 - Gr. 1	Classroom Door #4
Rm. 8 - Gr. 1	Classroom Door #8
Rm. 9 - Gr. 1	Classroom Door #8
Rm. 26 - Gr. 1	Back Door #1
Rm. 2 - Gr. 2	Classroom Door #3
Rm. 3 - Gr. 3	Classroom Door #3
Rm. 10 - Gr. 2	Front Door #2
Rm. 12 - Gr. 3	Front Door #2
Rm. 21 - Gr. 2	Back Door #2
Rm. 22 - Gr. 2	Back Door #2
Rm. 24 - Gr. 3	Back Door #1
Rm. 25 - Gr. 3	Back Door #1

Entry Times- Grades 4-6 - Arrival- 8:37 a.m.

Room Numbers	Entry/Exit Door
Rm. 5 - Gr. 4	Tarmac Door #1
Rm. 23 - Gr. 4	Tarmac Door #27
Rm. 13 - Gr. 4	Classroom Door #13

Rm. 14 - Gr. 5	Front Door #2
Rm. 16 - Gr. 5	Classroom Door #16
Rm. 17 - Gr. 4	Back Door #2
Rm. 6 - Gr. 5	Classroom Door #7
Rm. 7 - Gr. 5	Front Door #1
Rm. 15 - Gr. 6	Back Door #2
Rm. 18 - Gr. 6	Classroom Door #18
Rm. 19 - Gr. 6	Classroom Door #20
Rm. 20 - Gr. 6	Classroom Door #20



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 hand washing

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. It is also encouraged that families send their children to school with personal hand sanitizer.

At Richard Secord:

- Stations will be placed at school entrances with hand sanitizer available for use.
- Staff will supervise students' use of hand sanitizer as they enter and exit the school.
- Staff will also assist students in sanitizing their hands as they enter their classrooms.
- Before and after eating, students will be asked to wash their hands with soap and water under staff supervision. Teachers will review proper handwashing practices with students regularly and signage will be posted throughout the building as reminders.

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.

At Richard Secord:

- Our Richard Secord Movement Rule, "Stay to the Right" will be continuously reinforced to promote distancing in our hallways.
- Signage and posters around the school will support physical distancing.
- Occupancy limits have been posted for all washrooms as well as our general office area.

Check out our video for some examples of what this might look in the fall:

Hallway Coat Hooks and Lockers

Not applicable to École Richard Secord School.

Assigned seating in classrooms

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.

At Richard Secord:

- Classroom teachers will provide students with detailed routines for the storage of student supplies, use of Chromebooks and classroom libraries. During the first days of school teachers will help their students organize their school supplies. Extra supplies may be sent home for storage until required.
 - Kindergarten students will store writing materials and manipulatives in individual ziplock bags. These will be stored in class bins.
 - In grades 1 to 6, individual student materials will be stored in personal bins.
- Students will not share any items. If necessary, a cohort staff member will provide students with required items that will be disinfected before and after use.
- Our library will be open this year, with some new processes. Rather than having students visit the library, staff will gather books for their class. Books will be used by individual students in the classroom. Staff will return the books to the library in a bin which will be held in quarantine for three days as per recommendations from the [Canadian Urban Libraries Council](#).
- Chromebooks will be sanitized before being used by a new cohort.
 - Parents have the option of providing their child with a personal device for use at school. Information about personal device use will be sent home with students on their first day of school.

- Families interested in buying a Chromebook for their child may access special pricing from our Division suppliers through the [Chromebook parent purchase program](#).
 - Students who bring their own device will be responsible for taking it home to charge every night.
- Any textbooks used in the classroom will be assigned to individual students for use during the duration of the unit/year. These will not be shared among students.
- At this time, we will not be making use of any gymnastics equipment that cannot be cleaned effectively between cohort use.

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.

At Richard Secord:

- Cohorts will be assigned to specific bathrooms for students to use throughout the school day.
- Signage will be placed on washroom doors limiting the number of students that are able to use the facility at the same time.
 - The kindergarten and library bathrooms will be limited to 3 students at a time.
 - The south washrooms will be limited to 2 students at a time.
 - Signage will be posted on the walls and the floors to indicate safe distancing for students waiting to use the washroom.
- Signage will also be posted in bathrooms to remind students of proper handwashing.
- Students will be expected to sanitize their hands upon re-entering their classrooms.
- Increased custodial time will be dedicated to the proper cleaning and sanitizing of bathrooms throughout the day.
- A staff member will monitor the washrooms regularly throughout the day.

Water fountains

Under provincial guidelines, water fountains can continue operating. In schools, students will be encouraged to fill their water bottles from the fountain instead of drinking 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 such as prayer rooms, staff workrooms and utility spaces.

At Richard Secord:

- Our music program will be delivered within each classroom. Students will not travel to the music room for their music instruction.
- If a small group of students, with a staff member, is accessing the library for focussed group work, staff will ensure physical distancing and disinfecting of areas used.
- There will be no common group seating in the library or the front foyer.
- We will have a designated space limited to students who are feeling ill.
- The office area will be limited to 3 visitors at a time. A physically distanced waiting area will be located outside the general office.
- Floor decals and signage will be used to support physical distancing.

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

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.

At Richard Secord:

- All students have been assigned to specific entry/exit doors. Beginning September 7th, 2020, signage will also indicate the class meeting areas for students.
- A revised dismissal schedule will be implemented to alleviate congestion. Please note that grade 4 to grade 6 students will exit the building 5 minutes after kindergarten to grade 3 students.
- Families that have children with complex needs are invited to contact the office to arrange an appropriate dismissal plan.

**Exit Times- Kindergarten to Grade 3 Afternoon Dismissal - 3:26 p.m.
- Thursday - 2:07 p.m.**

Room Number	Entry/Exit Door
Rm. 1 - Kindergarten	Tarmac Door #1
Rm. 27 - Kindergarten	Tarmac Door #27
Rm. 4 - Gr. 1	Classroom Door #4
Rm. 8 - Gr. 1	Classroom Door #8
Rm. 9 - Gr. 1	Classroom Door #8
Rm. 26 - Gr. 1	Back Door #1
Rm. 2 - Gr. 2	Classroom Door #3
Rm. 3 - Gr. 3	Classroom Door #3
Rm. 10 - Gr. 2	Front Door #2

Rm. 12 - Gr. 3	Front Door #2
Rm. 21 - Gr. 2	Back Door #2
Rm. 22 - Gr. 2	Back Door #2
Rm. 24 - Gr. 3	Back Door #1
Rm. 25 - Gr. 3	Back Door #1

**Exit Times- Grades 4-6 Afternoon Dismissal - 3:31 p.m.
- Thursday - 2:12 p.m.**

Room Number	Entry/Exit Door
Rm. 5 - Gr. 4	Tarmac Door #1
Rm. 23 - Gr. 4	Tarmac Door #27
Rm. 13 - Gr. 4	Classroom Door #13
Rm. 14 - Gr. 5	Front Door #2
Rm. 16 - Gr. 5	Classroom Door #16
Rm. 17 - Gr. 4	Back Door #2
Rm. 6 - Gr. 5	Classroom Door #7
Rm. 7 - Gr. 5	Front Door #1
Rm. 15 - Gr. 6	Back Door #2
Rm. 18 - Gr. 6	Classroom Door #18
Rm. 19 - Gr. 6	Classroom Door #20
Rm. 20 - Gr. 6	Classroom Door #20

- Students in grades 1 - 3, who take a bus after school, will be supervised in leaving through Front Door #1.

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 COVID-19 Re-entry Strategy.

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.

At Richard Secord:

- Recesses will be staggered by grades, K to grade 3 and grades 4 to 6, to alleviate congestion in the hallways as students move in and out of the school building. This will also decrease the number of students on the playground and fields, allowing for more space and distancing.
- Classes will be assigned play areas for recesses and outdoor lunch break on a rotational basis.
 - Each class will be assigned a colour and will be provided with matching belt pinnies to help students identify their play areas. Coloured belt pinnies will also help supervisors to assist students in remaining with their cohort.
 - Students will receive a numbered belt pinnie for their use throughout the year. Processes will be in place to wash these regularly at school.
 - Classes will be provided dedicated recess equipment for their use. This will be cleaned at the end of each day.
- When students must stay inside due to weather conditions, they will remain in their own classroom with staff supervision.

Open- or closed-campus school communities

Junior high and 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

Additionally, high schools will need to determine if students may leave campus and return to the school building during a spare period. Schools will also need to identify a space or spaces in the school where students on spares can be accommodated while physical distancing.

École Richard Secord School will remain a closed campus. Students are expected to remain on school property unless they have permission to go home for lunch or are picked up by a family member/approved adult.

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 operating.

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 a full 20 minutes to eat their lunch.

School cafeterias and canteens must follow the Alberta government's strict [COVID-19 health guidelines](#).

At Richard Secord:

- Students will remain in their classroom to eat their lunch and will be supervised by their classroom teacher during this time.
- Students will be supervised when washing their hands before and after eating. Students will be reminded that there is no sharing of food and that they must remain in their desks while eating.
- Students will not be permitted to share food.
- Eating surfaces will be cleaned and sanitized after use.
- Students must bring their lunch and snacks to school with them. Parents will not be able to drop off lunches throughout the day.
- Families are asked to send snacks and lunches in kid-friendly packages/containers so that students are able to open their own food. We will be asking students to take home any wrappers or unfinished food from their lunch and snack - “pack in, pack out”.
- This year our lunch breaks will be staggered to limit the number of students outside at one time.
- Classroom cohorts will be assigned to designated play areas and will not be able to intermingle with other classes.
- Students eating lunch will be able to remove their masks while they are sitting at their seats eating.
- 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.

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
- under Scenario 1, partner staff responsible for operating the school nutrition program will be allowed in the school to help deliver the program
- partner staff must adhere to all COVID-19 health protocols and will not be able to enter the school if they have symptoms of illness
- 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

At Richard Secord:

- A designated staff member will be responsible for distributing individually packaged foods for classes participating in Richard Secord Morning Nutrition Program.
- We will have emergency lunch provisions in the office for those students without a snack or lunch.

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.

Visitors to the office and the COVID-19 visitor log

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.

Edmonton Public Schools staff entering school buildings

At this time, under Scenario 1, all Division staff are permitted to enter school buildings as required. This includes supply staff, facilities maintenance personnel, delivery employees, teaching and learning support staff and Division security staff. These staff 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
- provide a signature confirming the information is true and accurate

At Richard Secord:

- All visitors will enter through the main front doors beside the general office. (Only Division maintenance staff may enter through the parking lot door near the custodial office.)
- There will be a COVID-19 check-in station in the front entry. Please sanitize your hands and then complete the questionnaire and visitor log. You can then check-in with our office staff.
- We ask families who would like to contact their children's teacher to send an email or to call the school to schedule a phone or virtual meeting. (Teachers will share their school emails with families during the first days of school.)
- Families who would like to meet with administration can call the school or email the school (rsecord@epsb.ca) to schedule a phone, virtual or in-school meeting.

*****Please Note -**

Families who are contacted to pick up a sick child must do so immediately. Please ensure that you have plans in place for someone else to pick up your child in the event that you are unavailable.

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.

At Richard Secord:

- Student teachers are scheduled to work with our teachers in late fall and into the winter. These student teachers were supposed to have been with us in March and we are very glad to have the opportunity to have them with us this year.
- Student teachers will sign in at the school every day of their practicum using the Digital COVID-19 Visitor log.

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.

Tenants

Staff from our property management area will work with all tenants to ensure they follow both Alberta Health and Division health and safety expectations and protocols around COVID-19.

Transportation

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 who are physically, psychologically or developmentally able to wear a mask will be required to do so
- K–3 students are 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 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
- the bus will be cleaned according to COVID-19 cleaning standards prior to each run, and this cleaning will be recorded by the driver

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.

Public transit

Effective August 1, 2020, the City of Edmonton requires passengers to wear masks in all public vehicles such as city-operated buses and the LRT. Students taking Edmonton Transit Service (ETS) transportation will need to follow the city bylaw.

School libraries

Schools will need to decide if they will use the learning commons or school library space as instructional space. Schools that decide to use this space for instruction must follow COVID-19 strategies that support physical distancing. These spaces will be cleaned and disinfected between each cohort of students. If the space is used for instruction, students and staff will not be permitted to access books and resources.

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 City of Edmonton Fire and Rescue to ensure that emergency drills (such as fire drills or lockdowns) reflect COVID-19 safe protocols.

Teaching and learning

Family choice

In March, the Alberta government announced that in-person classes were cancelled indefinitely and students shifted to distance and online learning. Students, families and staff across our Division did a great job navigating this sudden change.

As we organize for 2020–2021, we know that all our students need access to high-quality instruction. We also recognize that in-person classes might not be appropriate for all families and staff, depending on their personal circumstances and well-being. That is why we are offering choice.

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 1:** September 3 to November 10
- **Quarter 2:** November 16 to January 29
- **Quarter 3:** February 1 to April 20
- **Quarter 4:** April 21 to June 29

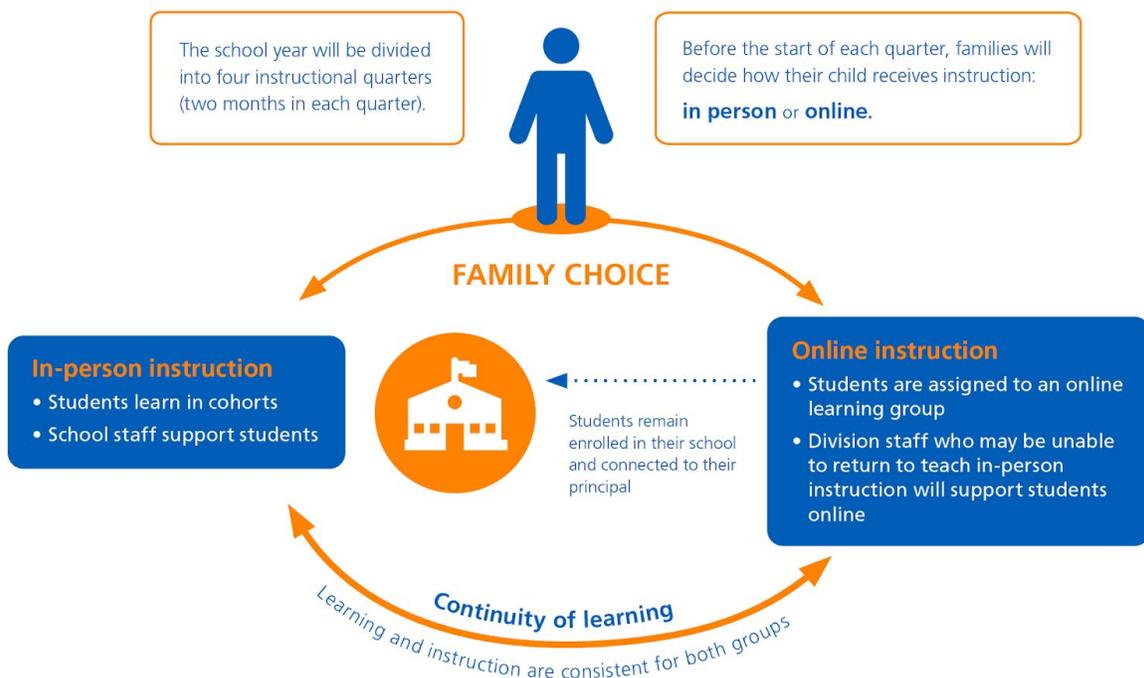
How it works

First, schools will reach out to families in mid-August to find out if each 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.

High-quality resources for all students

To make sure we're ready to deliver excellent online instruction throughout 2020–2021, we have invested significant funding to develop comprehensive resources for students. This will help ensure that quality student learning is consistent for families, no matter which type of instruction they choose for their child.



School fees

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

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

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.

At Richard Secord:

We encourage all parents to pay fees online whenever possible. Parents can also send payment by cheque to school with students or book an appointment to pay in person.

Lunch Fees

- \$12/month

Bus Fees must be paid monthly this year.

- Yellow Bus - \$38/month
- ETS - \$68/month

Agendas will be available for purchase for \$9. This is optional.

Cogito Fees

- One time \$30 fee for K - 6 Cogito students learning in school. This fee provides students with required material for extensions, including their homework books and grammar workbook.

Information around applicable fees and payment timelines will be communicated with families on a quarterly basis on SchoolZone.

Students enrolled at Argyll Centre

[Argyll Centre](#) has been delivering home education and online learning services to Edmonton families for more than 20 years. Home education through Argyll Centre is different from the online learning option families will have as part of the Division's re-entry strategy. According to Alberta's [Education Act](#), a home education program is provided by a parent under the supervision of a board of trustees of a school division or an accredited private school. The

parent must make sure their home education program meets the requirements in the [Home Education Regulation](#).

Students who are registered at Argyll for the 2020–2021 school year will remain registered there and be supported by Argyll programming for the entire school year.

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 the student is registered in an alternative or language program, they will continue to receive instruction in that program.

If a student needs to stay home due to illness, their classroom teacher will provide work to support their learning. 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 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 cover all the required areas of the provincial curriculum. Teaching will focus on the core subject areas, with a modified focus on complementary courses. Instruction in French as a second language will continue.

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 an alternative 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. At this time, schools are limited to hosting virtual events.

Family choice mid-way through a quarter

Shifting from in-person to online learning

In some cases, a family may decide partway 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. 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.

A closer look at in-person instruction under Scenario 1

Pre-K and Kindergarten programming

Pre-Kindergarten and Kindergarten programming under Scenario 1 will be half days of in-person instruction, with the exception of the Division's 26 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.

Additional information around programming for children's learning in Pre-Kindergarten and Kindergarten during COVID-19 can be found in Edmonton Public Schools' Pre-Kindergarten and Kindergarten COVID-19 Guiding document, which will be released soon.

At Richard Secord:

- Kindergarten students will have staggered start dates: September 3 and 4. This information will be communicated with families accordingly.
- Kindergarten students will use the following dedicated doors for entry and exit:
 - French Immersion (AM) - Rm. 1 - Tarmac Door #1
 - Regular (PM) - Rm. 1 - Tarmac Door #1
 - Cogito (AM & PM) Rm. 27 - Tarmac #27
- Upon arrival, students will socially distance with support of markings on the tarmac as they line up against the school wall in their designated areas, with staff guidance and supervision. Students will enter and leave the building with the support of supervisors.

Parents and family members dropping off or waiting to pick up students are asked to stay in their vehicle or away from the exit doors, and to maintain a safe physical distance between themselves and others.

- Students will remain with their cohort class for all activities during the day.
- Students will be supervised to use hand sanitizer whenever leaving or entering a room.

- Students will be assigned individual seating areas. These spaces will be sanitized between the morning and afternoon classes.
- Students must bring a snack to school with them. Parents will not be able to drop off snacks throughout the day.
 - Students will be supervised washing their hands before and after eating their snack. Students will be reminded that there is no sharing of food and that they must remain in their desks while eating.
 - Students will not be permitted to share snacks.
 - Families are asked to send snacks and lunches in kid-friendly packages/containers so that students are able to open their own food. We will be asking students to take home any wrappers or unfinished food from their snack - “pack in, pack out”.
 - Students eating a snack will be able to remove their masks while they are sitting at their seats eating.
 - 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.
- Children participating in face-to-face learning in Kindergarten may not be aware of maintaining physical distancing at all times and may not be able to wear a mask. School staff working in our Kindergarten classrooms may not be able to maintain physical distancing when assisting children with certain tasks, providing support for children's social-emotional well-being, or managing conflicts that can arise.
 - When physical distancing cannot be maintained, school staff will be required to wear personal protective equipment, including a mask, in alignment with Alberta Health Services' direction, Occupational Health and Safety requirements, and the Edmonton Public Schools COVID-19 Division Re-Entry Strategy.

**Kindergarten families,
we will connect with you before the start of school in September.**

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 two teachers who share primary 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.

At Richard Secord:

- All students will be assigned a **staggered start date, September 3rd OR 4th**. This will provide smaller groups for introducing re-entry protocols. These groups, organized by family names will be communicated with families through SchoolZone and Social Media in the 3rd week of August.
- All students have been assigned to specific doors in which they will enter the school at the start of the day as per the map and charts below. Cohort groups will be assigned areas where they will meet in the morning with supervision. Staff will guide their entry into the building.
- Students will remain with their class cohort for instruction, recess and lunch.
- Cogito and French Immersion programming will continue for those students participating in learning at school.
- All music and French as a Second Language instruction will occur in student classrooms. Teachers will travel to classes with their own equipment.
- Student materials will be stored in individual bins. Teachers will create routines to minimize movement around classrooms as well as the touching of others' materials.
- Teachers will create routines in their classrooms to promote distancing, healthy respiratory practices and frequent handwashing and sanitizing.

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 in the Division's guiding document, which will be released soon.

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.

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 access special pricing from our Division suppliers through the [Chromebook parent purchase program](#). Students who bring their own device will be responsible for taking it home to charge it every night.

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 this access should contact their school to borrow a device and arrange internet access, if needed. Subject-specific information (Scenario 1)

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.

At Richard Secord:

- All music instruction will take place in student classrooms or outdoors. At this point, the music classroom will not be in use.
- At this time music instruction will not include singing or wind instruments.
- Any appropriate equipment (mallets) used during instruction, will be disinfected prior to use by another cohort.

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 Richard Secord:

- Physical education classes will take place outside often as possible.
 - It will be important for parents to ensure students have dressed appropriately for physical activity outside each day.
 - To alleviate congestion, students will use designated entrance and exit doors for the gym.
 - Staff will support students in hand sanitizing before and after gym classes.
- Activities will be chosen and/or modified to maximize distancing and reduce the sharing of equipment.
 - Student hand sanitizing will be supervised before and after physical education classes.
 - Teachers are going to sign out equipment for a specific teaching unit to use with their cohorts in physical education.
 - Equipment will be sanitized after use.

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.

Languages

Students in Grades 4–9 participating in in-person learning will continue to receive instruction in a second language program. Schools will provide 150 minutes of instruction per week. These minutes may only be reduced to allow for learning intervention supports for students where appropriate. Schools will work with families when making these programming decisions.

Complementary courses

Junior 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.

Not applicable to École Richard Secord School.

Work experience

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

Not applicable to École Richard Secord School.

Curriculum resources to support continuity of learning

We are coordinating 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.

We have also developed resources to help families support their child’s learning.

Alternative programs

Edmonton 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 Division alternative program who are participating in in-person instruction will continue to receive instruction related to the alternative program.
- Students registered in a Division alternative 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 an alternative 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.

Assessment

Teachers will assess students throughout the school year, for both in-person and online learning. Student progress will be reported to parents at four key times throughout the year. At the end of each

learning quarter, families will receive the following information about their child’s learning growth and progress:

- Kindergarten to Grade 9:
 - November 2020: an interim report summarizing growth and progress
 - February 2021: a mid-year progress report indicating achievement across all subject areas
 - April 2021: an interim report summarizing continued growth and progress
 - June 2021: a final progress report 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.

At Richard Second School:

- For students attending in-school instruction for the first quarter, virtual goal setting meetings based on interim reports will be held with teachers, families and students in November 2020.
- For students attending in-school instruction for the third quarter, a second virtual goal setting meeting will be held with teachers, families and students in April 2021.

More information around progress reports and specific dates for reporting and goal-setting conferences will be coming soon.

Provincial exams across the scenarios

Exam	Scenario 1	Scenario 2	Scenario 3
Provincial Student Learning Assessments Grade 3	Optional for individual schools	Optional for individual schools	Cancelled
Grades 6 and 9 Provincial Achievement tests	English Language Arts, French Language Arts and Mathematics	English Language Arts, French Language Arts and Mathematics	Province will determine

Grade 12 Diploma exams	Mandatory (30% towards final grade)	Mandatory (30% towards final grade)	Province will determine
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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 travelling 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 (including athletics)

Schools will evaluate whether they can offer extracurricular activities that follow COVID-19 protocols, and let families know which activities are available. Students will be able to participate in those activities regardless of whether they choose in-person or online learning.

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

School council meetings for the 2020–2021 school year may go ahead. These meetings must follow Alberta Health restrictions for social gatherings as well as the safety protocols and expectations outlined in both the provincial [School Re-entry Plan](#) and the [COVID-19 Division Re-entry Strategy](#).

Schools will support their school council members to determine if they will hold in-person meetings or online virtual meetings.

Any in-person meeting must adhere to COVID-19 health and safety protocols.

At Richard Second:

- For the first quarter of the school year, we will continue to hold virtual Richard Second Parent Council meetings. Plans may be adjusted for the second quarter based on parent input.
- The first meetings of our Richard Second Parent Council will be on August 17th. at 6:00 p.m. and September 17th, 2020 at 6:30 p.m..

Supporting mental health and well-being

COVID-19 is causing a lot of uncertainty for families and our communities. To support students and families, our Division is working on a set of mental health resources that families and caregivers can use. These 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
- Alberta Health Services
 - [Help in Tough Times](#)
 - [Healthy Together](#)
- The federal First Nations and Inuit Hope for Wellness Help Line, at 1-855-242-3310, is available 24 hours a day, seven days a week; online chat at [Hope for Wellness](#).