

School re-entry

Dr. Donald Massey **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 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.

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 Dr. Donald Massey:

Each specific grade level cohort will be assigned a designated entry/exit door

Each specific grade level cohort will be assigned a designated area to line-up, adhering to physical distancing measures within the line-up, while waiting to enter the school

Specific grade level cohort line-ups will be physically distanced from each other

Morning Supervision

- Staff will begin outdoor supervision at 8:20 am each morning (15 minutes prior to start time)
- Staff will supervise the specific grade level cohorts within their line-ups and during entry/exit of the school to ensure that physical distancing measures are adhered to

Students Entering/Exiting the Building

Each specific grade level cohort will:

- be assigned a designated entry/exit door.
- be required to line-up in a designated area, adhering to physical distancing measures within the line-up, while waiting to enter the school will also. Line-ups will be physically distanced from each other.
- follow alternative protocols in times of inclement weather. These protocols will be communicated on SchoolZone prior to September 3th.

The school bell schedule will include consistent start and end times for all students in Kindergarten, Elementary and Junior high in order to coincide with yellow bus transportation schedules.

- Grades 1 to 6:
 - start time - 8:35 am
 - lunch start time - 11:59 am, lunch end time - 12:45 pm
 - end time - 3:35 pm (early Thursday dismissal - 2:30 pm)
- Grades 7 to 9:
 - start time - 8:35 am
 - lunch start time - 11:59 am, lunch end time - 12:44 pm
 - end time - 3:30 pm (early Thursday dismissal - 2:30 pm)
- AM Kindergarten:
 - start time - 8:35 am
 - end time - 11:31 am
- PM Kindergarten
 - start time - 12:29 pm
 - end time - 3:35 pm (early Thursday dismissal - 2:30 pm)

Each specific grade level cohort will physically enter the building at staggered intervalled times, so that only one specific cohort enters the school at a time at each designated entry/exit door.

Homeroom teachers will supervise the entry and exit of their assigned grade level cohort. This process will be applicable for all grades levels (kindergarten to grade 9).

- **Junior High** - Students will enter/exit using the front doors of the school
- **PM Kindergarten** - Students will enter at the front doors and exit at a designated cohort door

Other Information

- **Late Arrivals**

Students who arrive late are to enter through the front doors and report to the library for check-in, following required social distancing protocols.

- **Signage**

Stickers will be placed in high traffic areas to ensure the 2m physical distancing requirement is followed

- **Visitors**

All visitors must self-screen prior to entering the school. Upon arrival, all visitors will report to the Main Office where a record of all visitors will be kept. It is expected all visitors will follow the rules and protocols of the school. See more information below.

- **Caregiver access**

Procedures that support physical distancing will be developed for designated drop-off/pick-up areas outside of the school and communicated to caregivers prior to September 3rd.

- **Busing**

- Students will line up in a designated area prior to getting on the yellow bus, such that physical distancing requirements are met
- Students will follow physical distancing requirements when getting off the bus.
- A seating plan will be created for students on the bus that supports physical distancing where possible (except members of the same household). This plan will be communicated through the busdriver the first time a child rides the bus.
- Wearing a mask will be **mandatory** while riding and getting on/off the bus.

- **Leaving and returning to school property during the day**

- Although Dr. Donald Massey has a “closed campus” policy, students will be allowed to go home for lunch with parent permission. Parents will be required to fill out the usual DDM exemption form called the “Permission to Go Home for Lunch” form. Prior to their return to school, students will be required to re-screen for any COVID-19 symptoms. It is strongly recommended students return at the scheduled after lunch bell time due to protocols that need to be followed before rejoining their cohort (i.e. hand sanitizing, hand washing, staggered cohort transitions, etc.).

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 Dr. Donald Massey School:

- free-standing hand sanitizers will be placed at each designated entry/exit door for specific cohorts to access as they enter/exit the school.
- sanitation stations, including hand sanitizer, will be set up and available for staff and students to access as they enter/exit their designated cohort classroom
- homeroom teachers will supervise the hand sanitization process and stations for their specific grade level cohort
- specific washrooms will be assigned to specific cohorts. Students from a particular cohort will only be able to access their assigned washroom. Washroom breaks will be managed by the cohort's teacher

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 Dr. Donald Massey School:

once signage is in place, photos and a video will be shared with families. Watch for further information on SchoolZone and/or your child's classroom teacher prior to the first day of school on Sept. 3.

Lockers

At this time, students will not use lockers. Students will keep their personal belongings with them at all times.

At Dr. Donald Massey School:

- students will NOT be able to access any hallway lockers
- students will NOT be able to access PE change rooms
- students in Junior High will be provided a small plastic tub to place items into, given desks and/or tables have no place to hold materials.

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 Dr. Donald Massey School:

Supplies

- **On the first day of school, students are requested to bring essential school supplies only.** A list of what essential supplies might be will be communicated on our school website and through each student's homeroom teacher prior to Sept. 3rd. Students are asked to bring only what they need given the limited amount of storage. Consumables will be replaced throughout the quarters as required.
- Students will bring and use their own individual school supplies which they will keep with them at all times.
- Elementary students will keep all individual supplies in their desks at all times.
- Junior High students will be provided a small plastic tub to place items into, given desks and/or tables have no place to hold materials.

Chromebooks

- **Elementary:** A class set of chromebooks will be shared by the same two elementary cohorts. Homeroom teachers will coordinate a schedule of the usage of these chromebooks and will ensure they are cleaned and disinfected before/after use by the other cohort.
- **Junior High:** Students participating in in-class learning will be provided a chromebook for their use only..
- Students are welcome to bring their own device for personal use. Students will be responsible for cleaning and recharging personal devices.
- Administration will continue to work with families who choose online learning and require a chromebook to do so.

Textbooks

- Textbooks will not be assigned, shared or used by students this year.

Library Resources

- Library resources will not be available for student or teacher use until procedures that support staff and student safety can be identified. Further communication will be provided by September 15th through SchoolZone.

Phys Ed

- Students will be required to use hand sanitizer before/after the use of any equipment.
- Teachers will plan/organize activities that involve limited sharing of equipment. In times where some equipment may need to be shared, teachers will ensure proper sanitization practices are implemented between cohort use.

Music

- Teachers will plan/organize activities where there is limited sharing of equipment. For certain times where some equipment may be shared, teachers will ensure the sanitization of any equipment or surfaces between cohort use.
- Students will be required to use hand sanitizer before/after the use of any equipment.
- For the first quarter, Music will be taught in cohort classrooms rather than the Music room. By the second quarter we will aim to have safety protocols around cleaning standards, sanitizing and physical distancing established such that teaching and learning can return to Music classrooms.

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 Dr. Donald Massey School:

- maximum occupancy of each washroom will be 4.
- students will be encouraged to use washrooms during scheduled breaks at which time Administration will monitor occupancy. In the case where a student must use a washroom during learning time, occupancy limits will be managed by cohort teachers whose classrooms have been assigned to each particular washroom.
- specific washrooms will be assigned to each cohort and will be communicated through classroom teachers prior to or on the first day of classes.
- students from each cohort will be able to access their assigned washroom only throughout the day.
- signage regarding the maximum occupancy allowed in washrooms will be posted prior to classes beginning Sept. 3rd.

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 Dr. Donald Massey School:

Common Spaces

- The large/small gyms, music rooms, breakout areas, library, and the Doctor's Lounge will only be used by one specific grade level cohort at a time. Staff and students will use hand sanitizer as they enter/exit these spaces. Teachers will ensure the sanitization of any equipment or surfaces used in these spaces prior to another cohort using them.

Occupancy limit restrictions

- Large/small gym - one grade level cohort at a time
- Doctor's Lounge - one grade level cohort at a time

Areas no longer accessible to students for all or part of the day

- **Library** - will not be available to students at this time
- **Doctor's Lounge** - will no longer be available to junior high students for breaks or lunch. Breaks and lunch will be held in each student's designated grade level cohort classroom.
- **Music Rooms** - Elementary students will no longer have access to the music rooms for the first quarter. This will be reassessed for the second quarter for possible use by individual cohort classrooms for their music classes.

Redesignation of specific areas:

- **Library** - The library will be repurposed as a staff workroom and wellness space (with adequate physical distancing measure in place)
- **Doctor's lounge** - This space will be used by one grade level cohort at a time for: (with adequate physical distancing measure in place)
 - Grade 7 and 8 Art option classes
 - Transition space for junior high students
 - Lunchtime breakout activity space for junior high students

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 Dr. Donald Massey School:

The school bell schedule will include consistent start and end times for all grade levels - Kindergarten, Elementary and Junior High students in order to coincide with yellow bus transportation schedules.

- Grades 1 to 6:
 - start time - 8:35 am
 - lunch start time - 11:59 am, lunch end time - 12:45 pm
 - end time - 3:35 pm (early Thursday dismissal - 2:30 pm)
- Grades 7 to 9:
 - start time - 8:35 am
 - lunch start time - 11:59 am, lunch end time - 12:44 pm
 - end time - 3:30 pm (early Thursday dismissal - 2:30 pm)
- AM Kindergarten:
 - start time - 8:35 am
 - end time - 11:31 am
- PM Kindergarten
 - start time - 12:29 pm
 - end time - 3:35 pm (early Thursday dismissal - 2:30 pm)

Students will:

- exit through the designated door assigned to their cohort. Homeroom teachers will supervise the exit of their assigned grade level cohort.
- exit the building at staggered intervalled times, such that only one cohort exits the school at a time at each designated door. This process will be applicable for all grades levels (Kindergarten to Grade 9).
- will leave the school grounds immediately, no loitering please.
- Exit as follows:
 - **Junior High** - Students will exit using the front doors of the school
 - **PM kindergarten** - Students will exit at a designated cohort door

Parents/Guardians picking children will:

- do so in the designated area assigned to their child's specific grade level cohort (same as their entry line-up area).
- adhere to physical distancing measures while waiting for their child and while leaving the school grounds.
- leave the school grounds immediately, no loitering please.

Staff will:

- supervise their specific grade level cohort during their exit from the school to ensure that physical distancing measures are adhered to

Daycare/Caregivers will:

- drop-off/pick-up students from a designated area that supports physical distancing, outside of the school.

Busing

- Students will line up in a designated area prior to getting on the yellow bus, such that physical distancing requirements are met.
- Students will follow physical distancing requirements when getting off the bus.
- A seating plan will be created for students on the bus that supports physical distancing where possible (except members of the same household). This plan will be communicated through the busdriver the first time a child rides the bus each quarter.
- Wearing a mask will be **mandatory** while riding and getting on/off the bus.

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 Dr. Donald Massey School:

Kindergarten/Elementary

- Playground use will be scheduled by Division with staggered recess times.
- Each grade level cohort will be assigned a designated play area in the field/playground at recess for a particular time frame. Cohorts will rotate through these play zones.
- Homeroom cohorts will not be permitted to mix with other homeroom cohorts for activities - the park will be limited to one homeroom cohort at a time.
- Physical distancing measures will be in place in all locations and for all activities.
- Regularly scheduled sanitization of equipment used will occur.
- In the case of inclement weather, students will remain indoors, in homeroom cohorts, and engage in activities that support social distancing within their classrooms.

Junior High

- Nutrition breaks will occur in homeroom cohorts.
- Activities for cohorts may be provided by the homeroom teacher.
- During the second half of lunch staff will aim to designate breakout activity areas (i.e. Doctor's Lounge, large/small gym, outside) that each specific cohort could be assigned to for a particular time. Cohorts would rotate through these breakout activity areas.
- In the case of inclement weather, students will remain indoors, in homeroom cohorts and engage in activities that support social distancing within their classrooms. This may include rotating through breakout activity areas without the "outside" option.

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.

At Dr. Donald Massey School:

As stated in our DDM Student Handbook, Dr. Donald Massey is considered a “closed campus” school.

In the interest of student safety, Dr. Donald Massey (DDM) School has a “Closed Campus” policy for lunch break. This means that during the lunch break DDM students must remain on the school property. We recognize that there are students who live in the immediate vicinity of the school and wish to return home for lunch daily. If this is the case, parents must complete the exemption form called “Permission To Go Home For Lunch” form. These forms will be posted on School Zone and may be picked up by students from the main office. Students are NOT permitted to go to stores (including 7-11) or friends’ homes during the lunch break.

If parents make the decision to have their child(ren) go home for lunch, the process will be as follows:

- parents must complete the exemption form called “Permission To Go Home For Lunch” form.
- prior to their return to school, students will be required to re-screen for any COVID-19 symptoms.
- students are strongly recommended to return at the scheduled after lunch bell time to support proper protocols being implemented before rejoining their cohort (i.e. hand sanitizing, hand washing, staggered cohort transitions, etc.).

If students need to leave throughout the school day and then return back to the school, the process is as follows:

- parents must provide consent.
- students must sign in/out at the office.
- prior to their return to school, students will be required to re-screen for any COVID-19 symptoms.

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 Dr. Donald Massey School:

As stated in our DDM Student Handbook, Dr. Donald Massey is considered a "closed campus" school.

In the interest of student safety, Dr. Donald Massey (DDM) School has a "Closed Campus" policy for lunch break. This means that during the lunch break DDM students must remain on the school property. We recognize that there are students who live in the immediate vicinity of the school and wish to return home for lunch daily. If this is the case, parents must complete the exemption form called "Permission To Go Home For Lunch" form. These forms will be available in the main office. Students are NOT permitted to go to stores (including 7-11) or friends' homes during the lunch break.

As stated in our DDM Student Handbook, Dr. Donald Massey is considered a "closed campus" school.

In the interest of student safety, Dr. Donald Massey (DDM) School has a "Closed Campus" policy for lunch break. This means that during the lunch break DDM students must remain on the school property. We recognize that there are students who live in the immediate vicinity of the school and wish to return home for lunch daily. If this is the case, parents must complete the exemption form called "Permission To Go Home For Lunch" form. These forms will be posted on School Zone and may be picked up by students from the main office. Students are NOT permitted to go to stores (including 7-11) or friends' homes during the lunch break.

If parents make the decision to have their child(ren) go home for lunch, the process will be as follows:

- parents must complete the exemption form called "Permission To Go Home For Lunch" form.
- prior to their return to school, students will be required to re-screen for any COVID-19 symptoms.

- students are strongly recommended to return at the scheduled after lunch bell time to support proper protocols being implemented before rejoining their cohort (i.e. hand sanitizing, hand washing, staggered cohort transitions, etc.).

Lunch protocols and details:

- students will be required to bring a bagged lunch.
- students will not be permitted to share food with others.
- students will eat lunch with their specific grade level cohort in their designated homeroom classroom, at their assigned desk.
- students will NOT have access to microwaves.
- students will assist lunch supervisors with sanitizing their desk after eating given the desk is used by them and only them throughout the day.
- the Mav Shack will be closed until further notice.

Your child forgets their lunch?

In the interest of everyone's safety, the following protocols will be in place beginning Sept. 3rd.

- Parents will not be permitted to drop off lunch for their child(ren).
- Students and parents will not be permitted to order food delivered to the school.

These practices may not be ideal; however, please know Dr. Donald Massey will ensure student needs are met. This may include providing pre-packaged food items (ie. granola bar and applesauce) to your child.

Lunch Supervision:

- Each lunch supervision will serve 2 cohort groups and will be expected to wear masks when physical distancing of students cannot be maintained.
- All supervisors will report to the office upon arrival and follow strict provincial health protocols prior to and upon arrival. Emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and ensuring desks are disinfected once students are done eating daily will be expected.
- Will include working with students to ensure desks are sanitized after eating is complete.
- Teachers will ensure handwashing practices occur prior to leaving their classroom cohort.

Kindergarten:

Kindergarten students will not be on the school campus during the lunch break. Students will line-up in their designated cohort area and will proceed directly to/from their cohort classroom

- AM Kinder end time: 11:31 am
- PM Kinder start time: 12:29 pm

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 Dr. Donald Massey School:

- The DDM Mav Shack will be closed until further notice.
- In the case where a student forgets their lunch, the school will ensure student needs are met. This may include providing pre-packaged food items (ie. granola bar and applesauce)
- Parents will not be permitted to drop off lunch for their child(ren).
- Students and parents will NOT be permitted to order food be delivered to the school.

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 Dr. Donald Massey School:

- All visitors will be required to:
 - enter/exit the school using the front doors.
 - immediately report to the front office upon entry.
 - follow the procedures and protocols of the school.
 - self-screen prior to entering the school.
 - sanitize their hands as they enter/exit the school.
 - wear a mask within the school.
 - remain in the office area. Visitors will NOT be permitted in other areas of the school.
- Maximum occupancy of the Main Office will be 2. This will be monitored by office staff.
- Volunteers, guest speakers will not be permitted at this time.
- A record of all visitors will be kept in the Main Office.
- In-school field trips will be virtual only.

Please note: Parents picking up children who are ill will do so at the doors of the main entrance to Dr. Donald Massey. Staff will bring the child and their belongings to the door once the parent arrives. Parents are requested to call the Main Office to inform office staff they have arrived on site.

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 Dr. Donald Massey School:

In the past, Dr. Donald Massey has supported the development of new teachers to the profession by hosting 5 - 10 practicum student teachers each year. We will continue to do so.

This year, Dr. Donald Massey will also be hosting a practicum student in the area of Social Work to support students in the area of mental health.

All practicum placements will be required to follow the procedures and protocols of the school for the duration of their practicum.

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

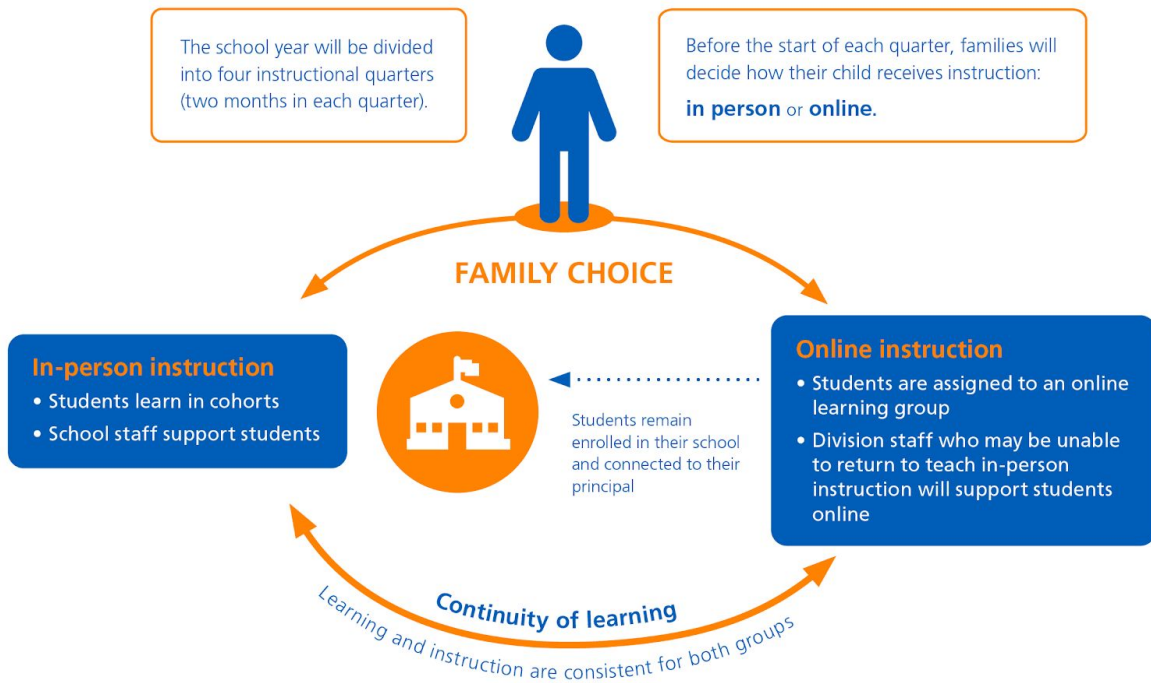
How it works

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 Dr. Donald Massey School:

All fees will be posted on SchoolZone. Parents are encouraged to pay these fees on-line. In the case a parent cannot pay a fee on-line, they will be required to schedule an appointment with the Main Office staff to do so and honor all required safety protocols when reporting to do so.

- Elementary quarterly fees will include:
 - lunch supervision fee,
 - virtual field trip fees (to be paid on an individual basis throughout the quarter based on participation),
 - CTF fee (grades 5 & 6 only - standard CTF fee per quarter).
- Junior high quarterly fees will include:
 - lunch supervision fee,

- virtual field trip fees (to be paid on an individual basis throughout the quarter),
- option fee (based on the particular option course for that quarter),
- CTF fee (standard CTF fee per quarter).

Please note that all Junior High students choosing in-classroom learning will participate in each of the 4 options being offered at Dr. Donald Massey, 1 each quarter study period. As a result, student fees will be adjusted to reflect this change in timetabling.

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 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. 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.

In Dr. Donald Massey's **Kindergarten** program,

Cohorts will:

- consist of 2 AM cohorts and 1 PM cohort. Students in each of these cohorts will remain together for all subject areas.
- not be mixed for any activities and will not share common spaces.
- remain in their designated cohort classroom for learning, activities, and snack breaks.
- have their own set of resources & materials that are stored away when the other cohort is using the classroom.

Students will:

- remain in their specific grade level homeroom groupings for all subject areas.
- adhere to physical distancing measures within line-ups and in the classroom where possible.
- sanitize their hands when entering/leaving the school or classroom. Frequent hand washing will be encouraged.
- will have the **option** to wear masks if physical distancing is not possible.
- be assigned a specific entry/exit door as well as washroom to be used consistently.
- be assigned a designated play area in the field/playground at recess.

Teachers will:

- transition and supervise their specific cohort when moving to/from learning spaces.
- in **Phys Ed**, incorporate an emphasis on outdoor activities. Regular sanitization of equipment and surfaces will occur.
- in **Music**, teach in cohort classrooms for the first quarter. Instruction may move to Music classrooms beginning the second quarter if provincial health protocols can be met.
- will adhere to each subject area's Program of Studies with a focus on teaching essential learning outcomes.
- will continue to incorporate digital teaching and learning resources/tools and technology into lessons, using GoogleClassroom and SchoolZone to assist with teaching & learning.
- will develop effective classroom assessments that give students voice and choice to demonstrate their learning. Evidence from common assessments will be used to inform and improve instructional practices as well as identify students in need of support.

Custodians will:

- sanitize and clean teaching and learning areas between AM and PM cohorts.

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.

In Dr. Donald Massey's Elementary program,

Cohorts will:

- remain in their classrooms for learning and activities.
- remain in their classrooms for any interventions (Tier 2 & BEST) and will receive targeted intervention support from their homeroom teacher during this allocated time.
- have their own set of resources & materials in their own individual supply bins.
- eat lunch together in their designated classroom.
- be assigned a specific entry/exit door as well as washroom to be used consistently.
- be assigned a designated play area in the field/playground at recess.
- not be mixed for any activities nor share common spaces.

Students will:

- remain in their specific grade level homeroom groupings for all subject areas.
- adhere to physical distancing measures within line-ups and in the classroom where possible.
- sanitize their hands when entering/leaving the school or classroom. Frequent hand washing will be encouraged.
- wear masks if physical distancing is not possible.
 - In Grades 1 to 3, this will be **optional**
 - Grades 4 to 6, this will be **mandatory**

Teachers will:

- transition and supervise their specific cohort when moving to/from learning spaces.
- in core subjects, **Math, Science, Social Studies and English Language Arts** teach in cohort classrooms and follow the same scope and sequence to ensure consistency and continuity between both in-person and on-line instruction.
- in **Music**, teach in cohort classrooms for the first quarter. Instruction may move to Music classrooms beginning the second quarter if provincial health protocols can be met.
- in **Phys Ed**, incorporate an emphasis on outdoor activities. Regular sanitization of equipment and surfaces will occur.
- will adhere to each subject area's Program of Studies with a focus on teaching essential learning outcomes.
- will continue to incorporate digital teaching and learning resources/tools and technology into lessons, using GoogleClassroom and SchoolZone to assist with teaching & learning.
- will develop effective classroom assessments that give students voice and choice to demonstrate their learning. Evidence from common assessments will be used to inform and improve instructional practices as well as identify students in need of support.

In the case of illness:

- students will be quarantined in the infirmary and single stall staff washrooms (if more than one student needs to be quarantined) in the Main Office area. They will be supervised by office staff.
- parents will be contacted immediately and required to pick their child up immediately.
- parents are requested to call the Main Office to inform office staff they have arrived on site.
- staff will bring the ill child and their belongings to the door to meet the child's parent(s).

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 strategy, 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.

In Dr. Donald Massey's **Junior High** program,

Cohorts will:

- remain in their grade level homeroom groupings for all subject areas, including PE, health, CTF, options, and Tier 2 & BEST interventions (one main cohort). There will be no mixed grade level homerooms.
- experience limited transitions for instruction. Teachers will come to them in their homeroom classrooms for all subject areas except for Phys Ed and some option/CTF classes.
- remain in their grade level homeroom cohorts for interventions through Tier 2 and BEST. Teachers will meet students in their homeroom classrooms to provide targeted interventions to students in need of Tier 2 or 3 support during allocated time.
- have their own set of resources & materials in their own individual supply bins.
- be assigned a specific entry/exit door as well as washroom to be used consistently.
- engage in the following protocols for nutrition breaks and lunch:
 - have their nutrition breaks in their homeroom cohorts. Activities for cohorts during that time may be provided by the homeroom teacher.
 - eat lunch together in their designated classroom.
 - have the opportunity to engage in breakout activities as a cohort during the second half of lunch in designated areas such as the Doctor's Lounge, large/small gym, or outside. Cohorts may be assigned to particular activities or locations for a particular time frame and provided opportunity to rotate through others. Cohorts will not mix for any activities nor share common spaces. Further information regarding opportunities during the second half of lunch will be provided to students on Sept. 3.

Students will:

- remain in their specific grade level homeroom groupings for all subject areas.
- adhere to physical distancing measures within line-ups and in the classroom where possible.
- sanitize their hands when entering/leaving the school or classroom. Frequent hand washing will be encouraged.

- wear masks if physical distancing is not possible. This will be **mandatory**.
- take options with their homeroom cohort and will rotate through all 4 grade level options on a quarterly basis (each grade level cohort will take a different option each quarter).
 - Grade 7 options - Art, Foods, Construction, Outdoor Ed
 - Grade 8 options - Art, Foods, Construction, Leadership
 - Grade 9 options - Foods, Construction, Leadership, Outdoor Ed
- will take Career and Technology Foundations (CTF) with their homeroom cohort and will rotate through 12 CTF sessions approximately every 3 weeks.

Teachers will:

- transition and supervise their specific cohort when moving to/from the classroom.
- in core subjects, **Math, Science, Social Studies and English Language Arts** teach in cohort classrooms and follow the same scope and sequence to ensure consistency and continuity between both in-person and on-line instruction.
- in **Health**, teach in cohort classrooms.
- in **Music**, teach in cohort classrooms for the first quarter. Instruction may move to Music classrooms beginning the second quarter if provincial health protocols can be met.
- in **Phys Ed**, meet students in the classroom and transition cohorts to the gym (each cohort is designated a gym space (i.e. large or small gym) or outside area). Emphasis will be placed on outdoor activities. Regular sanitization of equipment and surfaces will occur.
- in **Career and Technology Foundations (CTF)**, teach in cohort classrooms, with the exception of Master Chef and Band.
- in option courses (**Art, Foods, Construction, Outdoor Ed, Leadership**), teachers will meet students in their classroom and transition cohorts to the option spaces (if required) or will adapt instruction to take place in the cohort classroom (optimal).
- will adhere to each subject area's Program of Studies with a focus on teaching essential learning outcomes.
- will continue to incorporate digital teaching and learning resources/tools and technology into lessons, using GoogleClassroom and SchoolZone to assist with teaching & learning.
- will develop effective classroom assessments that give students voice and choice to demonstrate their learning. Evidence from common assessments will be used to inform and improve instructional practices as well as identify students in need of support.

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 Dr. Donald Massey:

- Teachers will plan/organize activities where there is limited sharing of equipment. For certain times where some equipment may be shared, teachers will ensure the sanitization of any equipment or surfaces is complete between cohort use.
- Students will be required to use hand sanitizer before/after the use of any instruments.
- For the first quarter, Music will be taught in cohort classrooms rather than the Music room. Instruction may move to Music classrooms beginning the second quarter if provincial health protocols can be met.

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 Dr. Donald Massey:

- Students will be required to use hand sanitizer before/after the use of any equipment.
- Emphasis in instruction will be placed on outdoor activities.
- Teachers will plan/organize activities that involve limited sharing of equipment. In times where some equipment may need to be shared, teachers will ensure proper sanitization practices are implemented between cohort use.
- Transitioning to Phys Ed will look as follows:
 - When Phys Ed occurs outside teachers will escort cohorts through their designated gym access doors in order to adhere to physical distancing measures.
 - **Kindergarten and Elementary** - Teachers will transition and supervise their specific cohort to/from the gym.
 - **Junior High** - Phys Ed teachers will meet Junior High cohorts in the classroom and transition the large or small gym. Each cohort will learn in its own gym space or outside area.

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.

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.

At Dr. Donald Massey:

- Students will take options with their homeroom cohort and will rotate through all 4 grade level options on a quarterly basis (each grade level cohort will take a different option each quarter).
 - Grade 7 options - Art, Foods, Construction, Outdoor Ed
 - Grade 8 options - Art, Foods, Construction, Leadership
 - Grade 9 options - Foods, Construction, Leadership, Outdoor Ed
- Students will take CTF with their homeroom cohort and will rotate through 12 CTF sessions approximately every 3 weeks throughout the quarters.
- Option and CTF teachers will meet students in their classroom and transition cohorts to the option/CTF spaces (if required) or will adapt instruction to take place in the cohort classroom (optimal).

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.

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 Dr. Donald Massey:

The Division will be revising the assessment plan template to reflect the quarterly schedule. More information around progress reports, interim reports and specific dates for reporting and learning 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

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 (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 Dr. Donald Massey:

School Council meetings usually took place on the 3rd Monday of each month. Once a decision is made regarding when this year's School Council meetings will be held as well as whether they will be virtual or in person, it will be communicated on SchoolZone. Please watch for further information coming shortly.

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](#).