McNally High School
Re-entry Strategy 2020–2021
Revised: August 13, 2020

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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


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/guardians 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.

First of all, WELCOME!!! We have missed our students and can’t wait to reconnect with our Tigers and their families. You truly belong here!

At McNally High School, all students will belong to one classroom cohort in the morning (Period 1) and a second cohort in the afternoon (Period 2; each cohort will likely be composed of different students). Each cohort will be divided in half by last names (into Track A and Track B). Tracks will be used as a means to dividing the cohort into two smaller groups for our staggered start to the school year and just in case we need to move into Scenario 2.

Our school will be divided into four campuses:
- **Upper Campus** (upstairs H hallways; entering through far East entrances; enter and proceed upstairs only - no downstairs access)
- **Lower Campus** (downstairs H hallways; entering through middle entrances; enter and proceed downstairs only - no upstairs access; CLS students will enter through this door as well)
- **Central Campus** (main hallway, including General Office, band, drama, Student Learning Services, and large gym; enter through gym foyer entrance - PE students may directly enter the gym through exterior gym doors as well)
- **Multi Campus** (includes CTS, art, drama, construction, small gym, foods and Interactions; enter and proceed through CTS entrance or construction entrance; *Interactions students only enter through the front foyer entrance).

Cohorts are clustered into these four campuses. Each campus has a set of washrooms and entrance/exit doors. Students will engage in programming, use washrooms, and socialize in their designated campus only.

The following is our bell and moving music schedule for 2020-2021:

- 8:53-8:55 MUSIC
- 8:55 BELL
- 12:05 WARNING BELL
- 12:08-12:10 MUSIC
- 12:10 BELL
- 2:45 BELL
All McNally, students will be assigned an exterior door to enter/exit. The area students will be required to stay within while waiting to enter the school each morning and afternoon will be identified by the teacher and shown to students on the first day of classes. We will have staggered entry times to accommodate physical distancing guidelines. Our school doors will be unlocked for students to enter at 8:40 am as per the staggered schedule below. Outdoor staff supervision will commence at 8:40 am. Although students will be allowed in at the following times, classes will not begin until 8:55 am.

Staff will invite students to enter the school at the following times:
- 8:40 am - 10-Level Courses
- 8:45 am - 20-Level Courses
- 8:50 am - 30-Level Courses and other students who just arrive at school

Upon entry, students must proceed directly to their classroom and assigned desk. Lockers will be non-operational, so there will be no need for students to stop or gather in the hallways. Staff will be
supervising the hallways and classrooms to encourage students to keep moving and respect physical distancing as they proceed to their designated class/ desk.

It is imperative that students arrive at school on time. To ensure building security, all doors will be locked until staff let students into the building. If a student arrives late, they will need to proceed to the front foyer entrance (main school doors). In the foyer, they will be greeted by a staff member, will need to complete the screening process, and will be escorted to their assigned campus.

Parents/ guardians will need an appointment to arrive at or enter the school. If dropping off their child, parents/ guardians should remain in their vehicle or be physically distanced from students. Students with complex needs who need assistance entering the building will be supported by our special needs team (teachers and educational assistants). These students will be escorted from the yellow bus, a parent/ guardian’s vehicle, or group home transportation.

As always, we expect students to take personal responsibility to ensure they arrive for class on time so they maximize learning time and reduce safety risks. Students who are late jeopardize collective efforts to ensure safety and uphold cohort/ campus groupings.

In the case of inclement weather (i.e. if it is raining heavily or if the temperature drops to -23 degrees Celsius), school entrances will be open to all students before 8:40 am. Students will need to enter designated doors, following established protocols for arriving at school and practicing health hygiene, and proceed directly to their assigned classroom.

Each cohort will be divided into two tracks based on last name that allow for even distribution between Track 1 and 2. The Track will be identified for each student on SchoolZone at the end of August. For example, a student’s Quarter 1 schedule may be as follows:

- **Social Studies 10: Period 1 AM - Track B** (for example, Track B as this student’s last name starts with the letter “T”)
- **Math 10C: Period 2 PM - Track B**

Should there be a need for us to move to **Scenario 2**, students on Track A would attend class on Day A only and students on Track B would attend class on Day B only. In **Scenario 2**, students would have face-to-face instruction on one day and would then learn at home on the second day.

As part of welcoming students back to school in September, all teachers will review the learning plan with their students in case there is a quick pivot to online learning. Please note our staggered start of the school year to support students with learning about our new routines and re-entry practices:

- **Sept 3, 2020** - Only students in TRACK A will attend school - both a morning and afternoon class (TRACK A [am] and TRACK A [pm]). Students in TRACK B do not attend school on Sept 3.
- **Sept 4, 2020** - Only students in TRACK B will attend school - both a morning and afternoon class (TRACK B [am] and TRACK B [pm]). Students in TRACK A do not attend school on Sept 4.
- **Sept 8, 2020** - All students (from both TRACK A and B will attend regular am/ pm classes as per their schedule).

Just a reminder that for student and staff safety, hats, caps, toques and other casual headgear will not be permitted in the school building (religious headgear permitted), and footwear must be worn at all
times. Masks covering the nose and mouth are required.

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.

Hand sanitizer will be located throughout McNally High School for student and staff usage. Sanitizer stations are located on interior hallway walls throughout the school and near fountains and entrances. This includes common areas such as the General Office, gymnasiums, and Student Learning Services.

Inside all exterior doors of the school facility, sanitization stations will be set up for students to use as they enter/exit the building.

Sanitizer will also be located directly outside the doorway to each operational classroom/instructional space. In addition, sanitizer will be placed by high touch equipment such printers, photocopiers, or water fountains that have touch controls. Every classroom and common space has a bin with sanitizer, paper towels, spray disinfectant, and surgical gloves.
Hand washing (not just sanitizing) is required prior to any activities where students will be preparing (Foods class only) or eating food (lunch time). Teachers will have schedules to support access to washrooms and other areas with sinks (e.g., classroom sinks, labs) to ensure hand hygiene consistently takes place.

As required, sanitizer will be available to disinfect shared equipment when it is necessary to use common supplies or materials (e.g., in PE class, math manipulatives, etc).
Students are strongly encouraged to bring and carry their own personal hand sanitizer for personal use throughout the day.

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.

McNally students will notice a number of visual cues (posters and arrow/standing-dot floor markers) to help them remember and maintain physical distancing within the school.

Efforts to manage traffic flow include the use of staggered entry/exit times, scheduled washroom and handwashing breaks, and increased staff supervision. Other strategies to support physical distancing include:
- Using wall posters and/or floor arrows to indicate how students are to move through hallways
- Limiting the number of people able to be in an area at one time (occupancy limits will be used in spaces such as: conference rooms, General Office, elevator, or photocopier room)
● Using posters or floor decals in areas where students need to stop
● Using posters and having staff supervisors encourage students to walk through common areas quickly or to take an alternate route
● Applying floor dots in areas like the General Office to support people standing 2 meters apart from each other
● Expecting traffic to flow in an orderly manner (e.g., “hug the wall to your right,” staying “finger tip to finger tip” apart/distanced, etc)

Every classroom will have posters displayed regarding expectations for physical distancing. Teachers will discuss expectations with students on a regular basis to ensure understanding.

**Lockers**

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

McNally students will not have access to main hallway lockers, PE change room lockers, or daytime mini-lockers. All lockers will be tied off and non-operational. Students need to keep personal belongings and lunches with them at all times (to prevent cross-contamination and to ensure belongings are secured). Students are responsible for their own belongings, should refrain from sharing personal belongings, and should not leave belongings unattended.

As lockers will be non-operational, there will be no need for students to stop or gather in hallways or common spaces.
**Assigned seating in classrooms**

Students will follow assigned seating plans throughout the day in the classroom, including the time when they are 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.

![Classroom seating](image)

**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 each use. Students will wash or sanitize their hands both before and after using the shared items.
A full listing of required school supplies can be accessed by visiting mcnally.epsb.ca and selecting the tab, “current students” - “school supplies”. Students should only bring essential materials and supplies that they can carry in their bag or backpack. Supplies will not be stored at school or in lockers.

Students are encouraged to bring their own personal hand sanitizer and are required to have a mask. We recommend that each day, students wear one mask and bring a couple of extra masks in a sealed plastic bag.

Students will have limited access to technology during the school day. At times, teachers may book Chromebook carts for use during a morning or afternoon class. Chromebooks will be sanitized prior to and after each use. Chromebooks will not be shared between students; devices will be checked out to individual students in a single cohort for the duration of a class.

Families are encouraged to buy a device for their child through the Division’s Chromebook parent purchase program, or from a retailer. This new Chromebook Parent Purchase Program is an option for parents and guardians who want to buy a Chromebook for their child. (*Families are not required to buy a Chromebook.) If students bring their own device to school, they should use their devices for educational purposes and keep their devices secured and with them at all times. Students are responsible for sanitizing their own personal devices on a continuous basis. Please note that all school and student-owned devices fall under the McNally Responsible Use of Technology Agreement.

At this time, our Learning Commons is closed for general use of magazines, games and books. Textbooks will be assigned, as needed, to classes/students. Although textbooks will be sanitized before they are checked out to students, students will also be required to sanitize the textbook upon receipt of the book. Students will not be able to share textbooks with other students. Textbooks that will be returned to the Learning Commons will be sealed for a period of time prior to sanitization and placed in storage. Once textbooks are distributed and school routines are in place, we will share information about accessing materials from our general Learning Commons collection.

If a specific course requires specialized materials or shared equipment, teachers will establish and communicate routines or protocols around the use of materials, equipment and textbooks such as:

- Keeping individual student specialty supplies organized and separated in large ziplock bags or clearly labeled bins/containers (e.g., for art classes, special education programs, etc.)
- Carefully planning lessons for limited use of shared equipment in Phys. Ed. (classes will be held outdoors as much as possible, all equipment cleaned after each use)
- Assigning materials/equipment to individual students to reduce the risk associated with
shared items within a lab setting

- Accessing safety glasses and sanitation units for construction, chemistry and biology labs (glasses will be assigned to individual students and sanitized prior to use by another student)
- Using newly-purchased science lab coats, construction shop cloaks, and foods aprons for students to use for the duration of a class (all apparel will be laundered prior to distribution to another student)

- Ensuring students keep backpacks and jackets under or on the back of their assigned seats

Teachers of students in our special education programs will communicate protocols related to supply usage directly to parents/guardians.

Band instrument rentals will continue. During Quarters 1 and 2, rented instruments will only be used at home (no scheduled band classes). Our Band teacher and department head will communicate protocols directly with band students.

**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.

Each classroom has a sign in/out binder. If at any time during the instructional day a student leaves the class, they are required to sign in/out for contact tracing purposes.

Cohorts are clustered into campuses. Each campus has a set of washrooms and entrance/exit doors. Students will use washrooms in their designated campus only. Our washrooms will be repeatedly cleaned throughout the day. Occupancy limits have been set (and clearly posted) for all washrooms in an effort to mitigate the number of students in a washroom at any given time and to limit the number of students who may potentially use any washroom area (at times, we anticipate that this
may be challenging due to a limited number of washrooms throughout the school facility). Staff will monitor occupancy limits as part of their assigned supervision responsibilities.

In addition to classroom sinks, washrooms are part of the strategy to support hand washing before eating. We will be accessing sinks in labs and other areas of the school to provide greater accessibility. Teachers in each campus will develop a schedule to support this occurring as efficiently as possible prior to the start of the lunch break.

We are currently renovating five washrooms in our school. This will include upgrades to touchless taps, soap and paper towel dispensers. We are excited about these upgrades to our school and know that our Tigers will appreciate accessing these new and safe spaces.
**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.

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**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 General Office at one time.

Schools will also develop protocols to mitigate risk in other spaces such as prayer rooms, staff workrooms and utility spaces.
Cohorting is integral to mitigating risk; subsequently, students will spend their days in their assigned
campus. Occupancy limits will be established and posted for all shared spaces such as change rooms,
conference rooms, washrooms, Student Learning Services, and the General Office.

In all high-traffic areas, signage (posters and floor markers) will be visible. On the first days of school,
teachers will explain the meaning of all of these sign markings.

Ensuring physical distancing in spaces is a priority. We will be:

- limiting the number of students allowed in certain areas (occupancy limits will be posted)
- requiring students to walk straight through hallways, entrances and 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
- requiring students to uphold physical distancing requirements when in the courtyard or
outdoors on the school grounds

Our school culture is very vibrant! We have a great facility for student and community use. Typically,
our students gravitate to spaces such as our Learning Commons, courtyard, gyms, Student Learning
Services, cafeteria, and the Student Commons throughout the building. Although students like to
congregate in these spaces, for now, we are taking every possible effort to mitigate the risk of
COVID-19 exposure. Therefore, the following areas of the school will be temporarily unavailable to
students (or please note that the purpose of certain spaces has changed):

- Temporarily closing the following spaces/ facilities:
  - Cafeteria (will be used as an instructional space for CLS students)
  - Fitness Centre
  - Front foyer (will be a dedicated entrance for essential services/ deliveries,
  late arrivals, special needs entrance, and visitor check in and COVID-19
  screening)
  - ELO Room 108
  - Learning Commons
  - Student Commons and Conference Rooms
  - Spin Bike Room
  - Band Room
  - Drama Room

- We will be limiting access to the General Office and Student Learning Services as
these areas are in the Central Campus. Students will use email or Google Forms in
order to request meetings with administration, office personnel, counsellors, and Student Learning Services. A link to this form will be emailed to students at the end of August and will also be posted to SchoolZone at that time. School personnel will typically meet students in designated campus areas.

We are temporarily discontinuing the provision of:

- Athletic therapy supports
- General snack program
- Fridge and microwave access
- Cafeteria food services
- Intramurals

Information around areas of the school that will no longer be available to students or where the purpose of the space will be changed (such as an area that previously was used for students to gather and now, during COVID-19 will only be used as a corridor for students to walk through) will be reviewed with students on school opening days.

We have established a new medical room that is located between the large gym and the girls’ change room. Room 106 is a dedicated Sick Room or infirmary area for students who present as sick while at school. These rooms have occupancy limits, will be supervised and disinfected/ deep cleaned after each use.
In specialty areas such as art, construction, foods, drama, and band rooms, a schedule has been created to ensure only one cohort of students is in the space at a time and it is used only for instructional purposes.

**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 the conclusion of the afternoon class, students will exit through their assigned doors for dismissal. Staff will be supervising the hallways and classrooms to encourage students to keep moving and respect physical distancing as they proceed home. As lockers will be non-operational, there will be no need for students to stop or gather in hallways or common spaces. Students will be expected to use hand sanitizer as they exit the building. Supervision for 15 minutes will be provided to help support students to keep them moving towards home or the bus and to not gather in groups in outdoor spaces (including: parking lot, at vehicles, etc). **Families need to make arrangements for their child’s transportation or walking home plans immediately upon dismissal.**

Students will be safely escorted out of the school as per the schedule below. Dismissal from afternoon classes will be staggered between cohorts to lessen crowding in the hallways:

- 2:35 pm - 10-Level Courses
- 2:40 pm - 20-Level Courses
- 2:45 pm - 30-Level Courses
Parents/ guardians/ drivers will not be allowed to come into the school and will need to remain either in their vehicle or be physically distanced from students.

Students with complex needs who need assistance exiting the building will be supported by our special needs team (teachers and educational assistants). These students will be escorted to the yellow bus, a parent/ guardian’s vehicle, or group home transportation.

**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.

**Recessing and playground use does not apply to high school students.**

However, cohorting is one strategy we will use to mitigate risk of exposure to COVID-19. Cohorting can also be an effective means to create a close group of students and staff who learn together, support each other, create a sense of belonging and community and allow for more in-depth study.

At McNally High School, all students will belong to a classroom cohort in the morning and a different cohort in the afternoon. Each teacher will schedule a staggered 5 minute wellness break during the course of the class. Parameters will be set around the time of the break and students will be expected to remain inside their assigned campus. During breaks, students will be encouraged to access the washroom, engage in hand washing and socialize while practicing physical distancing.
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.

As per previous years, McNally High School will remain an open campus during lunch break. Having an open campus has allowed our students to go home for lunch or access external food services. An open campus allows for a break in structure from the normal school setting that students are in for the entire day. As always, families need to discuss whether or not their child is able to leave the school grounds during the course of the lunch hour. Should students leave, they need to be highly respectful of physical distancing guidelines in an effort to protect themselves and others around them.

Dismissal from morning classes will be staggered between cohorts to lessen crowding in the hallways:

- 11:20 am - 10-Level Courses
- 11:25 am - 20-Level Courses
- 11:30 am - 30-Level Courses
Students must:

- exit through their assigned door (sanitizing hands on way out of the school)
- respect physical distancing and all other COVID-19 health protocols when off campus (including in vehicles, on ETS, or when purchasing or eating food from a local food establishment)
- 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 at the designated time. In the afternoon, classes will commence at 12:10 pm. Staff will invite students who chose to eat outdoors or leave the school grounds to enter the school at the following times:
  - 12:05 pm - 10-Level Courses
  - 12:10 pm - 20-Level Courses
  - 12:15 pm - 30-Level Courses

*Please note that in Quarter 1, all McNally Students will be scheduled for two classes. Students who are not in a scheduled class (e.g., special circumstances requiring LearnWrite courses) will be accommodated while physical distancing in a supervised classroom (this classroom will be the same classroom of the course that they are attending in the other half of the day; students will sit in their same desk if possible). Students who are only attending a half day of classes are encouraged to make plans to work at home during unscheduled times. Throughout the day, all students are expected to be in class or in a supervised classroom.

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 delivery 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.

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Dismissal from morning classes, for lunch break, will be staggered between cohorts to lessen crowding in the hallways and to allow time for handwashing:

- 11:20 am - 10-Level Courses
- 11:25 am - 20-Level Courses
- 11:30 am - 30-Level Courses

At the conclusion of the morning class, students will exit through assigned doors for their lunch break if they choose to leave the school. Students staying for lunch will eat lunch in their morning classroom. Afterward, they will proceed outdoors through their assigned door and then move to the designated entrance of their afternoon class.

At 11:55 am, all students will proceed outdoors to wait at their afternoon assigned entrance as classrooms are being sanitized.

Staff will greet students and welcome them into the school to hand sanitize and move to their afternoon class at the following times:

- 12:05 pm - 10-Level Courses
- 12:10 pm - 20-Level Courses
- 12:15 pm - 30-Level Courses

During the lunch hour, lockers will be non-operational so there will be no need for students to stop or gather. Staff will be supervising the hallways and classrooms to encourage students to keep moving and respect physical distancing as they proceed to their designated class/desk for lunch, or to support them with exiting the school to leave the campus or have lunch outdoors. If a student chooses to leave the building, they will not be able to re-enter until our afternoon class commences.

Unless students are leaving the school grounds for lunch, it is critical that students bring their own water bottle, lunch, and snacks. At this time, our cafeteria will be closed. Vending machines will not be operational. There will be no use of microwaves.

If students leave our school during the lunch hour, it is imperative that students return for afternoon classes promptly. To ensure building security, all doors will be locked. If a student arrives late, they
will need to proceed to the front foyer entrance. In the foyer, they will be greeted by a staff member, will need to complete the screening process, and will be escorted to their assigned campus.

At lunch time, the following expectations have been established for all students:
- Students are to wash (not just sanitize) their hands prior to eating; a staggered plan to support this will be shared by teachers.
- There is to be no shared food or drinks between students. (If applicable, families should speak to their children about the health warnings and dangers of vaping or sharing vapes with others.)
- Lunch classrooms are used by a single cohort of students at a time; these spaces will need to be cleaned and disinfected properly between student cohorts. These areas will be in close proximity to the washroom students are assigned to.
- Our school will follow Alberta Health COVID-19 food handling when planning to support students who forget their lunch. Link to Alberta Health food standards during COVID-19

**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 this time, cafeteria and other food services have been discontinued. Students are required to bring their own lunch, refillable water bottle, and snacks if needed.

Food deliveries from pizza places, Skip the Dishes, or from parents/guardians/caregivers are not permitted at this time. If a student forgets their lunch or is in need of nutritional support, they will need to email Ms. Andrea Hanssen.

We are mindful that food security is not a given for all students/families. Should students request or be identified as needing support in regards to accessing healthy food to make lunches or for at home, arrangements will be made directly with that student/family to be supported by our Pantry Program. This program will adhere to strict Alberta Health Services food handling guidelines during COVID-19. Our programming will be overseen by Ms. Jodie Kachkar (McNally Foods Teacher) who has current “Safe Food Handling Certification.”

Our nutritional programming is generously supported by a “President’s Choice Children’s Charity school nutrition grants for 2020-2021” and Second Harvest. As a school who receives some funding for school nutrition and delivers the service/program through our own staff, we will need to adhere to Alberta Health restrictions related to food during COVID-19. Initial guidelines require the following:

- In cases where students inadvertently forget their lunch or need additional nutrition support, food will need to be served in individually wrapped portions and must be handed out by a staff member using tongs.

- Open bowls of fruit or baskets of granola bars or fruit for students to “grab and go” are not permitted at this time.

**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/guardian 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.

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**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
Our McNally staff is optimistic that we will find ways to work with parent volunteers, guest speakers and coaches later in the school year. We miss our valued partners!

Unfortunately, at this time, in-person visitors and volunteers will not be allowed in McNally High School. This includes guest speakers, sports-team coaches, and artists in residence. Individuals are encouraged to communicate with the school through email or by phone. Individuals authorized to enter the school will include Canada Post, delivery and maintenance personnel who support the running of the school, and emergency responders. Individuals entering and working in the school will be required to wear a mask covering the nose and mouth.

We have a strict protocol for any visitors that will include:

- All visitors will use only the front foyer entrance during COVID-19. Visitors will only be granted access if wearing a mask covering the nose and mouth.
- All visitors, including Division staff from outside the school, will be met in the front foyer by a staff member working at our main reception of the school during COVID-19 (this is located in the foyer, not the General Office).
- Division maintenance staff and general contractors will enter by a back staff door in close proximity to the boiler area; immediately upon entering the building maintenance staff will complete an electronic visitor log, confirming they are able to be in the building based on COVID-19 Information Screening Questionnaire. General contractors will work with school and division administration to comply with school safety protocols, COVID-19 guidelines and OHS requirements.
● Any items touched during visitor check-in will need to be disinfected immediately by school staff.
● If deemed essential, before being allowed to move about in the school, all visitors must:
  ○ Confirm they are able to be in the school based on the COVID-19 Information Screening Questionnaire
  ○ Use hand sanitizer and be wearing a mask covering the nose and mouth
  ○ Complete our school’s COVID-19 visitor log
  ○ After screening a visitor, and if the visitor is identified as needing to be in the General Office or Student Learning Services, they must remain behind the plexi-glass barrier installed in the General Office. Multiple visitors to the General Office area can not exceed a maximum of 3 people at one time. Visitors must physically distance.

Families can stay in contact with teachers and administration through email, over the phone, and on Google Meets. Contact information will be posted to SchoolZone. Families who need to go into the school must book an appointment in advance through the school office at 780-469-0442 or by email/phone with individual staff members. 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 and wear a mask.

**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.

For the Fall of 2020, McNally High School will not accommodate the placement of student teachers. We look forward to welcoming future student teachers at a later date.
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 reshelved

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.

Fees for 2020-2021 have been established based on a school year structured in quarters and planned around the limitations and requirements related to COVID-19, the provincial re-entry plan, and the Division’s re-entry strategy. We will post school fees on our school website and SchoolZone.

McNally will charge applicable fees to families each quarter, based on whether the family is choosing in-person learning or online instruction for that quarter. ETS Transportation fees can remain a monthly fee for collection.

As McNally High School has organized our operational spending to best support family choice in regards to programming, we will not be able to refund fees once they have been received for that quarter.

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**

**High school**

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

As part of this 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.

McNally High School provides an outstanding academic learning experience in an inspiring environment. We have a variety of programs and courses to meet the needs and match the interests of all students. We believe in:

- Fostering student achievement, spirit, creativity, imagination and leadership
- Supporting academic achievement and career pathway development.

At McNally High School, students work in a fully inclusive environment, utilizing a range of resources and technologies. In addition to focusing on developing foundational knowledge, skills and attitudes in literacy and numeracy, our teachers seek ways to make connections between the different subject areas. Overall, the academic focus of McNally High School is to provide a balanced curriculum and individualized programs of study to ensure that all students achieve a high school diploma typically within three years. The success of our academic work will be measured by external data such as diploma examinations, district data, district survey results, school-based research, and anecdotal feedback. Continual, ongoing evaluation of our results and reflective practices in collaborative teams will allow for modification of strategies in the implementation of our safety and academic focuses.

At McNally High School, all students will belong to one classroom cohort in the morning (Period 1) and a second cohort in the afternoon (Period 2; each cohort will likely be composed of different students).
Eight courses may be completed within the year. Some additional courses will be offered outside of our scheduled day (including HCS 3000, HCS 3010, AGR 3000, and CALM ORD). Please email Mr. Mike Taylor for ORD offerings.

Our school will be divided into four campuses:

- **Upper Campus** (upstairs H hallways; entering through far East entrances; enter and proceed upstairs only - no downstairs access)
- **Lower Campus** (downstairs H hallways; entering through middle entrances; enter and proceed downstairs only - no upstairs access; CLS students will enter through this door as well)
- **Central Campus** (main hallway, including General Office, band, drama, Student Learning Services, and large gym; enter through gym foyer entrance - Phys. Ed. students may directly enter the gym through exterior gym doors as well)
- **Multi Campus** (includes CTS, art, drama, construction, small gym, foods and Interactions; enter and proceed through CTS entrance or construction entrance; *Interactions students only enter through the front foyer entrance).

Cohorts are clustered into these four campuses. Each campus has a set of washrooms and entrance/exit doors. Students will engage in programming, use washrooms, and socialize in their designated campus only.

Each cohort will be divided into two tracks based on last name that allow for even distribution between Track 1 and 2. The Track will be identified for each student on SchoolZone at the end of August. For example, a student’s Quarter 1 schedule may be as follows:

- **Social Studies 10: Period 1 AM - Track B** (for example, Track B as this student’s last name starts with the letter “T”)
- **Math 10C: Period 2 PM - Track B**

Should there be a need for us to move to **Scenario 2**, students on Track A would attend class on Day A only and students on Track B would attend class on Day B only. In **Scenario 2**, students would have face-to-face instruction on one day and would then learn at home on the second day.

As part of welcoming students back to school in September, all teachers will need to review the learning plan with their students in case there is a quick pivot to online learning. Please note our staggered start to support students with learning about our new routines and re-entry practices:

- **Sept 3, 2020** - Only students in TRACK A will attend school - both a morning and afternoon class (TRACK A [am] and TRACK A [pm]). Students in TRACK B do not attend school on Sept 3.
- **Sept 4, 2020** - Only students in TRACK B will attend school - both a morning and afternoon class (TRACK B [am] and TRACK B [pm]). Students in TRACK A do not attend school on Sept 4.
- **Sept 8, 2020** - All students (from both TRACK A and B will attend regular am/ pm classes as per their schedule.)
Please review this McNally High School Re-Entry Strategy document in its entirety for information related to McNally High School, including:

- Arrival and departure times and locations for students/cohorts
- Traffic flow in hallways
- Nutrition and food services
- Expectations to be in a supervised class at all times (even if onsite taking a LearnWrite course or inability to leave due to mid-day bus schedules)
- Open campus and lunch expectations
- Lockers being non-operational and the need to keep student belongings secure
- Cleaning procedures after each student or group of students is in a space, or when materials are shared
- How students and visitors will need to sign in/out for contact tracing purposes

In addition to preparing student lessons and units, teachers will be working with students extensively in the early part of the school year to ensure all students are ready to pivot to alternate learning models/scenarios if need arises due to the changing COVID-19 context. To support students, teachers and administration will:

- Develop and model use of a Google Classroom for every class/course
- Provide specific lessons that support students with re-connecting to each other, our staff and the school
- Provide detailed presentations about changes in school routines and policies; in addition to highlighting what will stay the same (as in past years)
- Provide in cohort/class presentation on Mental Health and Wellbeing; in addition to supporting students with feelings of anxiety, uncertainty, or grief/loss with recent changes at school, in their homes, and in our greater community (students in need of specialized...
support will be referred to counsellors who will connect with students and families/caregivers)

- Provide in cohort/class Google Classroom and Tech Prep sessions to support readiness for potential online instruction
- Provide in cohort/class presentation on Academic Planning (including grad requirements, scholarship opportunities, career planning, meeting grad requirements, etc)

As in previous years, we are focused on four key areas:

We 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. For additional information, please refer to the section titled, “Labs” in this document.

**International Baccalaureate:** Students enrolled in IB programming and are working towards a full IB Diploma will connect with Ms. Omneya Khamis regarding changes to our schedule. We have been working extensively with the IB Org to develop a plan that considers unprecedented challenges that impact concurrency of learning. Our full IB grade 12 students will write two IB exams in November; and will write the remaining IB exams in May (pending IB Org’s decision as to whether or not they will hold examinations this coming year).

**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 (MMPs) or Individual Student Behaviour Plans (IBSPs)

● 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 upon arrival.

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 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.
Although we strongly value the arts, we are unfortunately unable to provide the following until further notice:

- Choral music
- Cheer/pom teams
- Lunchtime karaoke
- Feature Friday guitar playing and singing
- Band assemblies and concerts
- Lunchtime or before/after school Band, Jazz Ensemble, etc.
- Access to Band camps, festivals and field trips

These changes have been made as we recognize that currently there are many things that are not permitted:

- Performing to a group larger than a single cohort
- Singing and cheering
- Using wind instruments
- Sharing instruments, sheet music, music stands, etc.
- Attending in person field trips or out of town camps/events

We will not be offering Band instruction until Quarters 3 and 4 pending health guidelines; however, instrument rentals will continue. During Quarters 1 and 2, rented instruments will only be used at home (no scheduled band classes). We are hopeful that some of the current research on wind instruments and their role in the spread of COVID-19 will generate some specific strategies that will allow us to return to group playing at a later date. To prepare for this possibility and to keep up playing skills, optional repertoire and technical challenges will be posted on Google Classroom and there will be opportunities for Google Meets. If you are a Band student, please contact Ms. Nancy Breakey if you wish to access an instrument in Quarters 1 and 2.

At this time, there is no access to the Band room or practice rooms.

Later in the year, Ms. Nancy Breakey and school administration will communicate specific information related to Band offerings and specific details pertaining to the provision of music instruction and extra-curricular opportunities for students.
**Physical Education**

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

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

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

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**Physical Education Programming**

Despite the COVID-19 restrictions, our staff is excited about our students engaging in Physical Education - our goal is for each student to appreciate and develop an interest in physical and recreational activities by encouraging an active, healthy lifestyle. We are adjusting our plans so that our students:

- acquire skills through a variety of developmentally appropriate movement activities
- understand, experience and appreciate the health benefits that result from physical activity
- interact positively with others
- assume personal responsibility to lead an active way of life

McNally is located on our historic and beautiful river valley - the ideal setting for access to school grounds, community facilities, river valley trails and more. We will be using this outdoor setting as our primary space for physical education programming in Quarter 1 (weather permitting or we will access our school gyms). Being outdoors makes it significantly easier to ensure physical distancing guidelines are in place.

Students are expected to be suitably dressed for activities outside, in the gymnasium, and in all other teaching areas. They must be prepared for indoor or outdoor activities and for warm or cold weather. Note: Physical Education is an important curricular course, and gives students a chance to get fresh air and exercise. We will continue to have Phys. Ed. (PE) in our morning and afternoon classes even in bad weather, so students should dress appropriately. Students will only be kept inside if it is raining heavily, OR if the temperatures drop to -23 degrees Celsius. It is not uncommon for a PE class to be outside in the middle of November. Athletic clothing should include: shorts, t-shirt, sweatshirt, sweatpants, tracksuit, sweat socks, masks (may not be required if outdoors and physically distanced) and non-marking running shoes. If students arrive for class unprepared, they are required to continue to accompany and participate with their class at all times. Students who are injured must still be dressed appropriately and attend all classes. The expectation is for the student to participate in some capacity.
PE lockers are non-operational; after changing (if required for an activity), student belongings will be locked in a change room or secure holding room while participating in class. Belongings will be separated to mitigate COVID-19 spread and possible theft of items.

During Quarter 1, there will be no access to the male or female change rooms (due to a construction modernization project). PE students will change (if required for an activity) in an alternate location - occupancy limits will be established and monitored by PE teachers. Also, please note that students are also unable to enter the PE office or gym storage rooms due to occupancy limits. Most programming will occur outdoors at McNally High School. With the exception of community based walking, all field trips and bus trips are postponed.

Our PE team recognizes the importance of quality, regular hygiene and health practices. In addition to hand and respiratory hygiene, our teachers will focus on the importance of changing clothes and washing clothes/ masks daily, bringing/ filling water bottles to stay hydrated, cleaning shared equipment and building physical stamina in pursuit of a more active lifestyle.

Currently, our PE team is planning activities that are more COVID-19 appropriate and safe (including running and fitness, badminton, outdoor soccer), instead of activities that are higher risks or require extensive cleaning protocols (such as wrestling, basketball, gymnastics). At times, clearly-marked bins of PE equipment for cohorts may be used to mitigate cleaning, in addition to continual cleaning and disinfecting of equipment in use. Use of shared uniforms or pinnies will not be permitted.

**Athletics**

Please note that all fall athletic teams and leagues are pending. Please note that any directives provided by the ASAA are subject to change as new information becomes available, and as a school, we must always ensure our activities are in compliance with our Division and provincial health guidelines which may be more restrictive than ASAA policy.

With great regret, given timing and our current health context, we have cancelled our football and volleyball summer camps. Our athletics team will continue to explore alternate, creative ways for students to be active and to develop skills in areas of expertise and interest.

All tournaments (hosted by McNally or attended at another school) will be pending updates from our Division and the province. In-person visitors and volunteers are not currently allowed in Division schools (this includes guest speakers, sports-team coaches, etc).

Later in the year, Ms. Dawn-Marie Hunter Sharp and school administration will communicate specific information related to athletics offerings and specific details pertaining to the provision of Physical Education instruction and other extracurricular opportunities for students (including tournament volunteers, etc).
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.

Despite the COVID-19 restrictions, our staff is excited about our students engaging in programming that will give students engaging, practical and real-world experiences that include hands-on learning to every extent possible. As the current context continually changes, we will adapt our programming to uphold safety standards and to ensure high quality programming.

As students engage in well-designed laboratory experiences, they are provided the opportunity to develop problem-solving and critical-thinking skills, as well as gain exposure to different materials and equipment in a lab setting. Fostering skills such as digital fluency, collaboration, mathematical problem solving and creativity also occurs within the context of laboratory learning. Our experience and the research shows us that such activities improve science and health literacy; however, at this time, we recognize that we will need to adjust our practice to ensure physical distancing and to reduce the use of shared equipment. Subsequently, lab-based learning will include:

- Increased use of teacher demonstrations and web-based and computer-simulated activities
- Carefully planning for lessons with limited use of shared equipment in lab settings (all equipment cleaned/disinfected after use). Individual student’s specialty supplies will be organized and separated in large ziplock bags or clearly labeled bins/containers. Assigning materials/equipment to individual students will occur to reduce the risk associated with shared items within a lab setting.

Our teachers recognize the importance of quality, regular hygiene and health practices. In addition to hand and respiratory hygiene, our teachers will focus on the importance of changing Personal Protective Equipment (PPE) and washing masks daily, cleaning shared equipment, etc. Lab work will include:

- Accessing safety glasses and using sanitation units for labs (glasses assigned to individual students and sanitized prior to use by another student).
- Using newly-purchased science lab coats, aprons, or scrubs for students to use for the duration of a class. All apparel will be laundered or disinfected by the school prior to distribution to another student.
- Students in Community Care will be required to launder their own scrubs on a daily basis.

Please note that in-person visitors and volunteers are not currently allowed in Division schools (this includes guest speakers, sports-team coaches, etc).
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 support for students where appropriate. Schools will work with families when making these programming decisions.

Complementary courses

Junior and senior high schools will carefully consider safety factors around COVID-19 to assess which option 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 have limited choices, or be assigned to specific courses.

As we have planned for the upcoming year, we have had to be flexible to ensure all students are able to partake in courses that are critical for meeting graduation requirements. Certain programming may/ may not be feasible during COVID-19; however, as much as possible, we have used students’ OSCR (spring) course requests to inform our planning. Numbers of students enrolled in a particular course, staff expertise, and other factors impact course offerings at any Division high school. For example, the feasibility of offering a course is also based on all COVID-19 protocols and restrictions (e.g. choral singing and playing wind instruments are not as feasible during COVID-19 as a Film Studies course).

In 2020-2021, students may take up to two courses in each quarter. Eight courses may be completed within the year. Some additional courses will be offered outside of our scheduled day (including CALM ORD). This helps to minimize the contact students have with each other as they move between classes. Student course requests will be scheduled over all four quarters of the school year. (Every effort has been made to ensure students get either their first or second request for a complementary/ option course.)
Course update:

- We are regretfully unable to offer Improv, Speech and Debate, Reading 15, and Braided Journeys.
- We will not be offering Band instruction until Quarter 3 and 4 pending health guidelines; during Quarters 1 and 2, rented instruments will only be used at home (no scheduled band classes). We are hopeful that some of the current research on wind instruments and their role in the spread of COVID-19 will generate some specific strategies that will allow us to return to group playing at a later date. To prepare for this possibility and to keep up playing skills, optional repertoire and technical challenges will be posted on Google classroom and there will be opportunities for Google Meets. If you are a Band student, please contact Ms. Nancy Breakey if you wish to access an instrument in Quarters 1 and 2.
- Specific information about safety practices in complementary and core courses will be shared in each course syllabi and on Google Classroom.

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.

 McNally High School students will be provided with work experience opportunities when the potential work placement location meets Division and Alberta Health standards relative to COVID-19.

Prior to proceeding with work experience placements, we will have a teacher participate in a COVID-19 work placement session with Division Career Pathways and OHS staff. Once this training has been completed students will be advised via Tiger News as to who to connect with if they are interested in pursuing work experience opportunities.

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 if they are required 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/guardians 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-student conferences will be arranged online.

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**Parents/guardians/caregivers** are our valued partners. We appreciate how you support your child’s learning by:

- working in partnership with school staff; providing a quiet place for your child to study at home; staying informed and keeping in touch with school staff. This includes reading SchoolZone and other school materials; regularly reviewing Google Classrooms and typically going to parent-teacher-student conferences.

Due to COVID-19, we are revising the McNally assessment plan to reflect a quarterly schedule. More information around progress reports and specific dates for reporting and learning conferences will be coming soon and will be communicated in our assessment plan, on SchoolZone and our website mcnally.epsb.ca

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We will provide families with regular interim reports and a student progress report at the end of each quarter of instruction as per the Division’s re-entry plan. Four online opportunities will be planned for parent-teacher-student conferences (one per Quarter). Once dates have been confirmed, additional information will be shared on School Zone. Information will include an update on the online registration process we will use to facilitate the scheduling of our conferences.

**Provincial exams across the scenarios**

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<td>English Language Arts, French Language Arts and Mathematics</td>
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<td>Mandatory (30% towards final grade)</td>
<td>Mandatory (30% towards final grade)</td>
<td>Province will determine</td>
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**International Baccalaureate Update**

McNally students enrolled in IB programming and who are working towards a full IB Diploma will connect with Ms. Omneya Khamis regarding changes to our schedule. We have been working extensively with the IB Org to develop a plan that considers unprecedented challenges that impact concurrency of learning. Our full IB grade 12 students will write two IB exams in November; and will write the remaining IB exams in May (pending IB Org’s decision as to whether or not they will hold examinations this coming year).

Google Meets will be held with our IB students to outline expectations and deadlines for CAS, ToK and Extended Essays.
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.

We still want to connect with our families! But as we are unable to gather for our annual Meet-the-Staff event, we are creating an online staff introduction with contact information. More information forthcoming on SchoolZone.

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.
McNally High School has a rich history of students who have engaged in worthwhile athletic, extracurricular, service, and leadership activities that have benefitted individual learning, as well as our school, local and global communities. As a staff, we are optimistic that once we settle into the routine of the school year, we will be able to engage students in these activities, albeit in different ways. However, together, we will be creative!

As previously mentioned, fall athletic teams and leagues are pending. High school principals, from across our Division, continue to discuss if and when students may engage in extracurricular athletics teams or individual sports.

With great regret, given timing and our current health context, we have cancelled our football and volleyball summer camps. Our athletics team will continue to explore alternate creative ways for students to be active and to develop skills in areas of expertise and interest.
All tournaments (hosted by McNally or attended at another school) will be pending updates from our Division and the province.

In-person visitors and volunteers are not currently allowed in Division schools (this includes guest speakers, sports-team coaches).

**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.

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Education is about relationships – within and outside of our classrooms. Successful schools promote the relationships among the parents/guardians, students, teachers, administrators and other school members to develop a strong school community that focuses on student learning. At McNally School, we appreciate the support and involvement of our parent groups. Parents/guardians are encouraged to attend parent/guardian meetings whenever possible. Under more “normal and typical” circumstances, we also appreciate the involvement of parents/guardians in our school - speaking to classes, tutoring, assisting in the Learning Commons, helping out with school functions, and in many other ways.

At this time, the parent groups associated with our school include:

- McNally School Council
- McNally Program Support Association
- Edmonton Chinese Bilingual Education Association

All parents/guardians of students in McNally High School are welcome and encouraged to attend parent/guardian meetings. These meetings provide opportunities to dialogue and provide the administration with input into school decisions. Please take the opportunity to be part of these dynamic groups of parents/guardians who continue to make a real difference in the lives of McNally School students and staff through their support.

At this time, we have planned the following virtual meetings:
● MPSA meeting at 6:30 pm on Sept 21 (Google Meet for the executive members of the MPSA to close off work from the previous year related to fundraising and policy development for the parent group - not a School Council meeting. Any member of McNally High School is welcome to observe during this meeting. Please contact Ms. Karen Boodhai if you would like to be invited to the Google Meet).
● McNally Parent Advisory Council/ School Council meeting at 5:45 pm on October 19 (Google Meet); followed by MPSA meeting at 6:30 pm on October 19 (Google Meet). We will hold elections for both of these organized groups. In order to vote in an MPSA election, you will need to complete a Membership Form. Please watch SchoolZone for information on filling out a Google Form in order to access the membership form and to get a code to join this Google Meet.

Pending COVID-19 circumstances, future meetings may be held in person. For now, we are planning virtual meetings with information about how to participate being shared on SchoolZone when available. Any in-person meetings will need to adhere to Alberta Health’s restrictions around social gatherings and Division protocols around permitted school visitors (participants would need to sign the visitor log and wear a mask while in the school).

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**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](http://kidshelpphone.ca)  
  ○ Text CONNECT to 686868

- **Health Link:** 811

- **Alberta Health Services**  
  ○ [Help in Tough Times](http://Help in Tough Times)  
  ○ [Healthy Together](http://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](http://Hope for Wellness).
McNally Student Support Services assists students in the areas of personal development, educational planning and career exploration. We will be visiting all classrooms in early September to talk about these areas and to support students with a healthy return to school. So much has changed in the last six months and we are here to support students and their families. School opening classes will also address ways that students can reach out for support at school or in the community. Fortunately, almost our entire staff is GO TO Educator trained. Just GO TO one of us and we will point you to the people, resources and supports available!

● **Personal** - Issues arising out of conflicts between friends and family members, or personal concerns or worries about oneself that make it difficult to carry on normal school studies. Our counsellors also serve as a liaison between students/families and community services or other support agencies.

● **Educational** - Assistance in program planning/course selection, tutorial help and other concerns relating to the academic areas. Study skills, writing exams, handling anxiety and other relevant topics will be handled both through online seminars and individual counselling sessions. Parents/guardians and students are invited to contact our counsellors with educational inquiries.

● **Career** - Assisting students to realistically define their possible career pathways in the future. The [https://myblueprint.ca/](https://myblueprint.ca/) website is available for all students. We will provide information about work opportunities post-secondary study, as well as available scholarships, grants and loans.

Please contact Ms. Satinder Basra or Ms. Davey Thompson for additional information or support.

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**Supporting communications**

At McNally, we believe it is important to forge a strong connection between home and school. Subsequently, we communicate with students, parents/guardians and community members using a number of strategies:

- SchoolZone (our primary school communication tool)
- Google Classroom (our primary teacher/instruction communication tool)
- McNally Connect (our internal school site which also links to McNally Athletics, Anti-Racism, Universal Supports, Wellness, and other sites/information)
- Tiger News
- school website: [http://mcnally.epsb.ca/](http://mcnally.epsb.ca/)
- Twitter: @McNallyHigh
- Instagram: @mcnallytigers
- parent-teacher-student conferences and interim/progress reporting (virtual this year)
- student and parent/guardian surveys
- parent group meetings (e.g., School Council, MPSA, ECBEA) (virtual this year)
- School Messenger

- by phone, email, Google Meets, or in person meetings (appointments, only); and more!

McNally teachers will be using Google Classroom to primarily communicate with students about the work we are doing together. In addition to the list below, teachers will share additional details about the use of Google Classroom within their respective course outlines.

- Teachers will be turning guardian summaries on, so that parents/guardians, if their email address is provided, can receive information about missing or late assignments. For detailed information, parents/guardians must have a Google account. Alternatively, parents/guardians can ask students to log in with their EPSB credentials to see their assignments.
- Teachers organize Google Classroom by turning off Stream notifications. Students MUST check out the Classwork tab in order to find assignments and resources.
- Teachers will use the Stream (what you see when you open a particular Google Classroom) as a place for announcements and reminders.
- Students will need to be able to understand the difference between "TURN IN" assignments through Google Classroom, and "SHARE" with their teacher. The practice is not the same and it will be important to understand when you would choose one method over the other. Read and listen to directions carefully. Assignments in Google Classroom will show up on your SchoolZone calendar, so check it often.
- Class, assignment resources, and references will be posted in Google Classroom as materials. These do not show up on SchoolZone.
Under the Classwork tab, teachers often organize information by topics. Within the topics, teachers number the assignments and any necessary information will have a similar number within the topic. If we move to online learning, teachers may organize topics by date in order to make things easier to find.

Students completing math or science calculations may want to turn paperwork into PDF files and submit them with the assignment through Google Classroom.

On a regular basis, teachers will be sending out emails to students’ school email (and to guardians’ email) about missing and late assignments. If we move to online learning during the school year, it will be essential to be regularly aware of (and check) Google Classroom notifications and your school/ share email account throughout the school day.

As part of welcoming students back to school in September, all teachers will need to review the learning plan with their students in case there is a quick pivot to online learning. Please note our staggered entry to support students with learning about our new routines and re-entry practices:

- **Sept 3, 2020** - Only students in TRACK A will attend school - both a morning and afternoon class (TRACK A [am] and TRACK A [pm]). Students in TRACK B do not attend school on Sept 3.

- **Sept 4, 2020** - Only students in TRACK B will attend school - both a morning and afternoon class (TRACK B [am] and TRACK B [pm]). Students in TRACK A do not attend school on Sept 4.

- **Sept 8, 2020** - All students (from both TRACK A and B) will attend regular am/ pm classes as per their schedule.
Dear Students and Families,

The entire staff of McNally High School is excited to welcome our students to the 2020-2021 school year. We are also looking forward to seeing returning students and meeting our new Tigers in Grade 10, students new to the school, and friends from the Academy at King Edward.

This year will be unlike anything we have ever experienced; however, we have been planning extensively to ensure a safe, engaging, productive and positive school year. We have been mindful of the guidelines provided by Alberta Health Services and our Division to ensure our Tigers and staff are safe, and risk of virus transmission is minimized to every extent possible. We all play a very important role in ensuring McNally High School is a safe environment for all.

Although this document provided an update on our re-entry strategy for McNally High School, we will be posting our McNally Student Handbook to SchoolZone soon. This handbook provides insight to many other important aspects of our school life.

Please continue to monitor SchoolZone for the latest updates from our school. Also, kindly keep in mind that this plan will be continually updated as our context and medical guidelines change. We very much appreciate your patience.

Enjoy the remainder of your summer. Be safe and stay well!

Sincerely,

Dr. Lisa Wright, Principal

And the entire Staff of McNally High School and the Academy at King Edward