

School re-entry

M.E. LaZerte High School Re-entry Strategy 2020–2021

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For more information:

Phone: 780-408-9800

Email: melazerte@epsb.ca

Website: melazerte.epsb.ca

Message from the Superintendent

Parents, families and guardians,

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

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

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

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

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

Safety first

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

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

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

Family choice

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

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

Continuity of learning

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

Shared responsibility

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

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



Darrel Robertson
Superintendent of Schools
Edmonton Public Schools

Planning the return to school

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

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

- Scenario 1: In-school classes resume (near normal with health measures)
- Scenario 2: In-school classes partially resume (with additional health measures)
- Scenario 3: At-home learning continues (in-school classes are suspended/cancelled)

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

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

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

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

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

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

Safety and well-being

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

These strategies include:

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



Cohorts

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

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

Screening for illness

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

Families will receive a copy of this provincial questionnaire from their school in late August. They will be expected to complete the questionnaire daily and follow all Government of Alberta health instructions on the questionnaire. Students who have any symptoms noted on the questionnaire cannot attend school.

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

Anyone else permitted in a school will also need to complete the daily [COVID-19 Information Screening Questionnaire](#) before entering the building. People with symptoms of COVID-19 or experiencing illness will not be allowed in the school. All schools will have posters on their doors reminding people not to enter the building if they feel sick, or if they have had close contact with someone who is ill or suspected of having COVID-19.

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

Showing signs of illness while at school

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

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

Students with pre-existing conditions

Any student with a pre-existing health condition that causes symptoms of illness should be tested for COVID-19 at least once before they return to school.

A negative test would help show that their symptoms are related to their pre-existing condition, and not to an illness. This would establish what their baseline for being healthy looks like. Families should notify their school about any pre-existing condition and the symptoms it causes. As long as these symptoms remain the same, the student can attend school.

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

If there is a case of COVID-19 at school

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

- the zone medical officer of health will work with school authorities to quickly:
 - identify cases
 - identify close contacts
 - create isolation measures when needed
 - provide follow-up recommendations
- a COVID-19 case will not automatically lead to school closure—it could be that only the group of students and staff who came in close contact will be required to stay home for 14 days
- parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person
- each school authority will support students and staff to learn or work at home if they are required to self-isolate

Handwashing and sanitizing

Everyone who enters a school will be required to use hand sanitizer or wash their hands immediately. Students and staff will be required to wash and/or sanitize their hands throughout the day, including:

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

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

Schools will also promote proper hand hygiene and respiratory etiquette with verbal reminders and posters throughout the school.

Cleaning standards

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

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

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

Physical distancing

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

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

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

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

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

Personal protective equipment (PPE) and masks

Not all forms of PPE are required for all staff, but additional PPE is important in the following situations:

- PPE will be part of plans to support students with special needs who require complex medical supports
- custodial staff will receive appropriate PPE to support their work cleaning and disinfecting
- all Division staff will be provided with reusable masks and offered a face shield, as part of the Division’s strategy to support a safer return to school
 - masks are still required for staff who are wearing face shields

Wearing masks at school

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

All staff and students in Grades 4–12 will be required to wear a mask when physical distancing at school and in the classroom is not possible, as one way to help reduce the risk of spreading the virus. We are asking K–3 students who are physically, psychologically or developmentally able to wear a mask, to do so.

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

- individuals who are physically, psychologically or developmentally unable to wear a mask, or any protected ground under the Alberta Human Rights Act, may be excused from this health protocol
- families will work with the school principal to discuss this relative to their child
- masks are required for staff who are wearing face shields
- please follow the provincial health guidelines for [how to choose and wear a mask](#)
- masks will be an important item on school supply lists for families
- every student in the Division will be provided with two reusable masks
- if someone forgets their mask, schools will ensure there are supplies available for students and staff

What school will look like

We look forward to welcoming students and staff back into our classrooms. However, it will be different in many ways as our whole system works together to support the safety and well-being of our students and staff during the COVID-19 pandemic.

We want to help students, families and staff better understand how schools will operate and what teaching and learning will look like in 2020–2021.

Arriving at school

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

- go to the area outside their assigned door (Use their assigned door)
- follow physical distancing guidelines to stay at least two meters apart while they wait outside
- follow physical distancing guidelines until it is time to enter the school

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.

We are happy to have our Voyageurs back at LaZerte! We have been thinking about you and our school and we have set up processes to mitigate the risks that are around us. Please review this document in its entirety for information related to M.E. LaZerte, including:

- Arrival and departure times and locations for students/ cohorts
- Traffic flow in hallways
- Nutrition and food services
- Expectations to be in a specific area at all times
- 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)

Here are some of our specifics:

- Students will take two classes or blocks every day: one in the morning and one in the afternoon.
- There are different coloured-coded sections of classrooms in our school. Students are assigned into a different coloured-coded section in the school that is dependent on their class. Each class has its own designated entrance, exit, stairwell, and washroom. Students are expected to remain within that section of the school for their entire block. Each student must carry their school issued ID card with them at all times while on school property.

Movement & Operations – M.E. LaZerte High School

	Section 1	Section 2	Section 3	Section 4	Section 5
Colours (in hallways, stairwells, washrooms, doors)	pink	green	yellow	blue	orange
Areas (main floor)	PE, Drama, Theatre, Music, Success Centre, Circle of Courage	Library, Med Science, SU, Languages, Interactions	Voices, Fashion 167-169, Digital Arts	Foods, Milton's, Canoe, Student Services	All CTS including Fitness Centre ISP
Areas (2nd floor)	English rooms 202-214 Computer Labs 238-239	Social rooms 215-228	Math rooms 245-262 Computer Lab 243	Science rooms 260-275	N/A
Entrance	Main Entrance Facing Londonderry Mall	Entrance beside Interactions classroom	Entrance beside Cosmo classroom	Ramp Doors	Student Parking Lot entrances beside ISP & Fitness
Stairwell	Main Stairs behind office – up and down	Stairs beside room 139 – up and down	Stairs beside cosmetology – up and down	Ramp	N/A
Washroom (lower level)	114 & 115 – universal washrooms	134 & 135 – in 139/Cosmo hallway	134 & 135 – in 139/Cosmo hallway	114 & 115 – universal washrooms	187 7 188 in main CTS hallway
Washroom (upper level)	233 & 234 by green house and main stairs	241 & 241 by computer lab 243	241 & 241 by computer lab 243	233 & 234 by green house and main stairs	N/A

West Atrium Stairs – up East Atrium Stairs – down

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- Each set of exterior/entrance doors have posted instructions that direct students to the sanitization station and provide them access to a mask if they don't have one. Supervision at these stations is just prior to school starting as well as during the lunch period. Each entrance is colour-coded for the classroom the student is headed to with reminders to adhere to physical distancing.
- The morning classes start at 9:45 am. Any students arriving prior to 9:45 am are asked to enter the school using the office main entrance by the office and they will be directed to a large common space (Elniski Gym) where there will be supervision and physical distancing where possible. Students will be able to proceed to their designated class entrance door ten minutes prior to the class commencing. The afternoon classes start at 1 pm and students will be expected to proceed to their designated class entrance door ten minutes prior to the class commencing. At the end of the day teachers will stagger student departure within each colour-coded section. If weather is inclement then doors will be open earlier and/or students will be able to enter through the main office doors and wait in the Elniski Gym.
- If a student shows symptoms of being ill, they will immediately be required to wear a mask and be brought to the medical room(s) in Student Services. Parents will be contacted immediately to pick up their child. If there are multiple ill students we have separate areas for them to wait until parents can be contacted.

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.

There are sanitizer stations at each open entrance/exit to the school. These stations are supervised at specific times at the start of classes to ensure that students adhere to health protocols. There are sanitizer stations established at each classroom as well as all common spaces like our library, Milton's, the fitness centre, gymnasiums, and atrium.

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.

Here is a list of [classes](#) with color coded sections and entrances/exits. There are arrows on walls and a colour coded map that will assist staff and students in knowing what section they are in for either the morning or afternoon block.

Lockers

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

Students will keep all of their belongings on them at all times. Each student will be encouraged to keep their backpacks light. Expensive and non-essential items should be left at home. Cell phones and student ID cards should be kept on each student during the day.

Assigned seating in classrooms

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

Student supplies and learning materials

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

Chromebook carts are signed out by teachers and they will ensure the posted cleaning protocols are followed before using and prior to returning the cart or chromebooks.

Hardcopy library books are not accessible to students at this time but we are working on a protocol to make them accessible in the near future. Students are encouraged to use Sora as a digital library book sign out service (this is a resource provided by the school).

Students will sanitize their learning space (desk and chair) prior to leaving and upon entering the classrooms to mitigate risk. This will be guided by an adult and a specific process will be outlined for students to follow.

Sanitized textbooks will be available for students to sign out. Teachers will ensure that each student has access to a physical textbook if required. Upon return at the end of the Quarter, the textbooks will be sanitized prior to being utilized by another class. Each class set of textbooks will have a record of assignment and cannot be shared.

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.

Students have their class in a colour-coded section of the school and this includes a specific washroom for student use. Students will be advised of this at the beginning of each Quarter in the school year. These washrooms have signage indicating the occupancy limit and will be frequently sanitized throughout the day. Students cannot enter the washroom until space is available, and congregating will not be allowed in washrooms.

Water fountains

Under provincial guidelines, water fountains can continue operating. In schools, students will have access to fill their water bottles from the fountain instead of drinking from it directly.

Students will be encouraged to bring their own water bottles each day and use our touchless water-bottle refilling stations. These bottle filling stations will remain operational and will be cleaned and disinfected several times throughout the day.

Common areas

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

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

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

Schools will also develop protocols to mitigate risk in other spaces such as prayer rooms, staff workrooms and utility spaces.

- There is colour-coded signage in each of the five sections of the school guiding students to stay to the right (be a wall hugger) and to physically distance from others (no closer than finger tip to finger tip)
- Common spaces are accessible for students to transition through and gathering is not permitted. Our school library is open for specific use or when an individual teacher has reserved the classroom space within the library.
- Speciality spaces such as art, music, theatre, Upper Deck, medical sciences, etc. are considered classroom spaces and not open to other purposes.
- The Front Office has a maximum of two students allowed in the lobby area at any one time.
- The Fitness Centre has a specific protocol that requires a new training session/orientation for all staff and students prior to use in the 2020 school year. This involves a limit to how many can access the Fitness Centre at any one time, a pre and post equipment use procedure, and when the Centre might be accessible. This protocol is for students and staff, and no staff family members or guests will have access to the Fitness Centre until further notice.
- Friday Prayer will occur on Fridays during the lunch period. It will be in North Gym and will adhere to physical distancing protocols outlined for religious gatherings.

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.

Students have a designated colour-coded assigned exit and teachers will use their professional judgment to dismiss students in small groups throughout each section in a staggered process. There will be staff supervision in hallways at days end to ensure students are moving efficiently out of the building.

Visitors must enter the building using the main office doors facing Londonderry Mall or the staff parking lot and must report to the Front Office immediately. There is a sanitizing station upon arrival and visitors are asked to sanitize their hands and wear a mask.

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.

Not applicable in our environment as a High School.

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.

M.E. LaZerte will be an open-campus for lunch each day. Students have the opportunity to leave the building and sanitize on their way out using their designated colour-coded exit for the lunch break. They will be asked to re-sanitize and wear a mask when re-entering the building for the afternoon instructional block. Upon return to the school these students will be directed to their afternoon classroom as there are no gathering spaces available in the school.

The school will not be available to gather for students who have spares, and students who have a spare should not be in the school for that half of their day.

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 in the school. If a student forgets their lunch, families should phone the school to work out a solution.

Students will store lunches with their other personal belongings.

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

At this time, **microwaves will not be available to students** and vending machines will not be operating.

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

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

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

If the school is using a common lunch area, cohorts of students will eat in staggered shifts and the space will be cleaned and disinfected between each cohort. When scheduling lunchtimes, schools will make sure students have a full 20 minutes to eat their lunch.

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

Students who want to stay in the building for lunch will be given the opportunity to access Milton's as well as limited pop up stations around the school that will sell packaged food made in our health regulated cafeteria. Our school follows the [COVID-19 health guidelines](#) for food service. Various spaces will be accessible throughout the inside and outside of the school so students can eat but this will not include eating in the hallways. Vending machines will not be utilized or filled until further notice. Londonderry Mall has limits on the number of students allowed in their establishment and students will not be able to depend on getting their lunch in their food court.

Classrooms that students are in during their morning class will be a possible area to eat their lunch. If students do not want to eat their lunch in that classroom then they can leave the school through their designated exit at 12:15pm. Students with spares should not be in the building during lunch.

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

Milton's Cafeteria will be open for lunch service daily from 12 - 1 pm. It will be supervised and operated by designated Red Seal staff in conjunction with the Culinary team. The Canoe outlet will be open daily from 8:30 AM - 9:45 AM for healthy snacks and drinks. A process will be followed that allows for physical distancing and safe food handling. Debit and tap are the recommended forms of payment and cash is discouraged.

There will be no seating available in Milton's and The Canoe as students are expected to return to their specific classroom spaces or proceed outside to eat.

2020-2021 Division calendar

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

Visitors to the office and the COVID-19 visitor log

Volunteers and visitors

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

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

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

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

Edmonton Public Schools staff entering school buildings

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

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

Family and school communication

Families can stay in contact with their schools through email and over the phone. Families who need to go into the school must book an appointment in advance. Family members with a scheduled

appointment will need to use the Government of Alberta’s COVID-19 Information Screening Questionnaire before going to the school to determine if it is safe for them to attend.

Families who are contacted to pick up a sick child can attend immediately. The person picking up the student must be safe to enter the school based on the [COVID-19 Information Screening Questionnaire](#). Family members attending the school for any reason will be asked to complete the school’s COVID-19 visitor log.

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

COVID-19 visitor log

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

- confirm they are not ill and do not have COVID-19 symptoms
- provide their name
- indicate who they are meeting with
- note the time they arrived at the school
- note the time they left the school
- provide a signature confirming the information is true and accurate

Visitors must enter the building using the main office doors facing Londonderry Mall or the staff parking lot and must report to the Front Office immediately. There is a sanitizing station upon arrival and visitors are asked to sanitize their hands and wear a mask at all times.

All entrances have signage about physical distancing. The covid screening questionnaire is posted at every entrance and all visitors are expected to self screen prior to entry.

All Edmonton Public school staff are expected to show their ID while on property and sign in at the Main Office or the Custodial Office prior to walking through the school.

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.

M.E. LaZerte will continue our legacy of investing in student teachers/pre-service teachers and will host student teacher practicum placements in the 2020 2021 school year. All safety protocols will be adhered to for both the student teacher and the students.

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 without prior arrangements
- 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 1 to November 6
- **Quarter 2:** November 16 to January 29
- **Quarter 3:** February 1 to April 20
- **Quarter 4:** April 21 to June 29

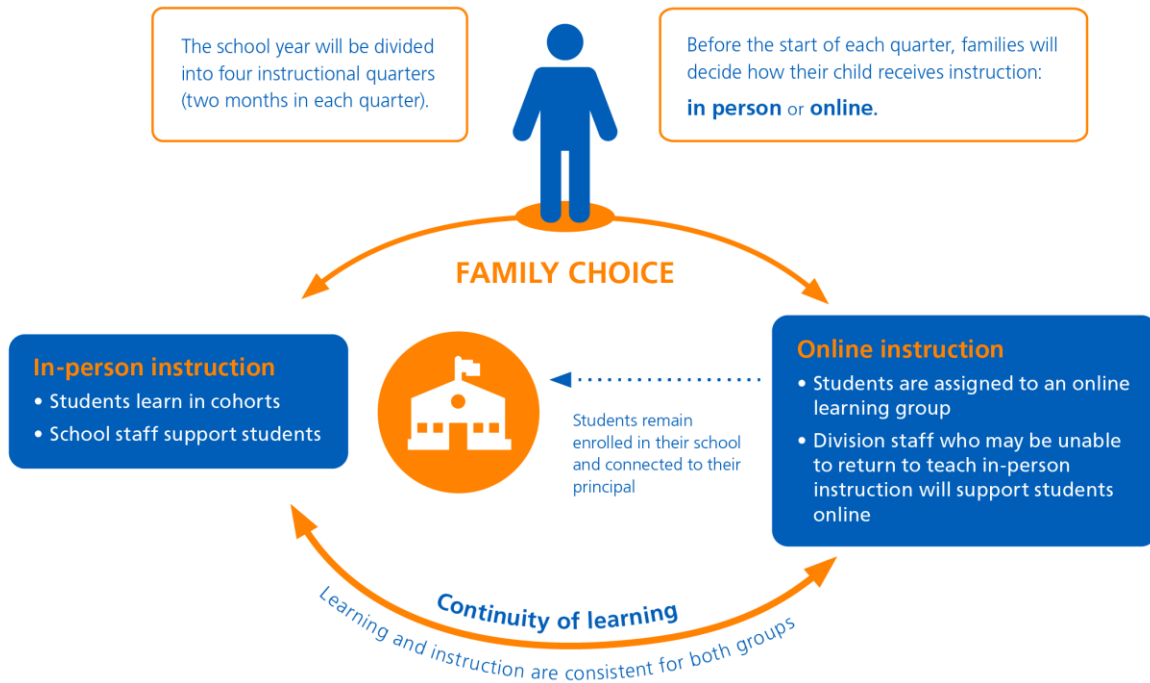
How it works

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.

We are asking that school fees be paid online via SchoolZone. If parents and guardians are unable to pay online then we will work with families over the phone with our Accounting Office. If there are any special circumstances please call our Accounting Office at 780 408 9800.

Annual bus passes will not be available this year but students who need monthly bus passes are anticipated to pay for them online in advance. The Accounts office will have them delivered to students in their class on the day before each month starts. Please contact us if you have any questions about this.

Students enrolled at Argyll Centre

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

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

In-person instruction under Scenario 1

Students who attend school will be assigned to a class where a classroom teacher will support their learning. If the student is registered in an alternative or language program, they will continue to receive instruction in that program.

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

Online instruction under Scenario 1

Students who learn online will be part of an online learning group with an assigned teacher. This learning format will include live online teacher instruction, directed activities and assignments that students will complete independently.

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

Online instruction will cover all the required areas of the provincial curriculum. Teaching will focus on the core subject areas, with a modified focus on complementary courses. Instruction in French as a second language will continue.

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

Family choice mid-way through a quarter

Shifting from in-person to online learning

In some cases, a family may decide part way through a learning quarter that in-person instruction is no longer appropriate for their child. The family should let their school know they plan to move their child to an online learning group for the following quarter. Students who make this change before a quarter ends will continue to receive work from their classroom teacher. The family will be responsible for guiding their child as they complete this work at home. Once the quarter ends, the student will start the next quarter online with a different teacher.

Shifting from online to in-person learning

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

A closer look at in-person instruction under Scenario 1

Pre-K and Kindergarten programming

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

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

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

Not applicable in our environment as a High School.

Elementary

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

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

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

Not applicable in our environment as a High School.

Junior high

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

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

Not applicable in our environment as a High School.

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 will be assigned to a specific area or wing of the school for break times and using the washroom.

- Students will be assigned into five different coloured-coded sections in the school each with their own entrance, exit, stairwell, and washroom. Students will be expected to remain within that section for their entire block that occurs either in the morning or the afternoon.
- Each student must carry their school issued ID card with them at all times while on school property.
- Each set of exterior/entrance doors will be colour-coded for their section with reminders to adhere to physical distancing. The doors will be staffed by a support person at specific times to greet students, direct them to the sanitization station, and provide them with a mask if they are not compliant in this expectation.
- Any students arriving prior to 9 am will be asked to enter using main entrances and they will be directed to a large common space where there will be supervision.
- At the end of the day, each teacher will use their discretion to stagger student departure within each colour-coded section.

Supporting students with special needs

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

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

More information about how we're supporting students with special needs during COVID-19 will be available in the Division's guiding document, which will be released soon.

International students

Only international students already here in Canada and who have pre-registered for the 2020–2021 school year will be accommodated. The province has indicated that after Canada lifts current travel restrictions and non-essential travel resumes, international education programs can resume. Any students would need to follow quarantine requirements and any relevant public health orders.

Use of Technology

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

Students may be encouraged to bring their own devices to school. In most cases, we recommend Chromebooks because they work with the Google Suite of tools we use across our Division. Families interested in buying a Chromebook for their child may access special pricing from our Division suppliers through the [Chromebook parent purchase program](#). Students who bring their own device will be responsible for taking it home to charge it every night.

Families who choose to have their child participate in online instruction require access to a device and a reliable internet connection at home. Families without this access should contact their school to borrow a device and arrange internet access, if needed. Subject-specific information (Scenario 1)

Music

Music instruction will continue, but it will look different. In-person singing, cheering or shouting, and playing wind instruments is postponed at this time. Instruction will focus on music appreciation, theory and playing percussion or string instruments. If music instruction is provided in the music room, it must be cleaned and disinfected between each cohort of students.

Music programming will be delivered in every Quarter of the school year, and Instrumental Music and Choral will be offered in the second half of the school year. Additional details will be shared with those students at a later time.

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.

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.

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.

Students are expected to carry all of their belongings in their backpack and be changed prior to their Physical Education class. There will be a space for students to store their backpacks during a class but

students are asked not to bring valuables or precious items to school. There will not be lockers available for students to store their clothing or items in.

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.

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.

Languages

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

Complementary courses

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

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

In 2020-2021, students may take up to two courses in each quarter. Eight courses may be completed within the year. . 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.)

All complementary courses will be offered during this school year with safety measures in place. Students will be expected to carry personal items with them but there may be specific storage areas for kit items that are required for specific courses. All safety protocols must be adhered if there are sharing or tools or equipment, and these processes will be modeled and taught.

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.

M.E. LaZerte will offer Work Experience and any students interested should contact Amber Krause at amber.krause@epsb.ca for more information. Safety [protocols will be adhered to.

Curriculum resources to support continuity of learning

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

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

Alternative programs

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

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

Assessment

Teachers will assess students throughout the school year, for both in-person and online learning. Student progress will be reported to parents at four key times throughout the year. At the end of each learning quarter, families will receive the following information about their child’s learning growth and progress:

- Kindergarten to Grade 9:
 - November 2020: an interim report summarizing growth and progress
 - February 2021: a mid-year progress report indicating achievement across all subject areas
 - April 2021: an interim report summarizing continued growth and progress
 - June 2021: a final progress report indicating year end achievement for all subjects
- Grades 10 to 12:
 - Students will receive a report summarizing achievement and providing a final course grade at the end of each instructional quarter: November 2020, February 2021, April 2021, June 2021

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

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

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

Exam	Scenario 1	Scenario 2	Scenario 3
Provincial Student Learning Assessments Grade 3	Optional for individual schools	Optional for individual schools	Cancelled
Grades 6 and 9 Provincial Achievement tests	English Language Arts, French Language Arts and Mathematics	English Language Arts, French Language Arts and Mathematics	Province will determine
Grade 12 Diploma exams	Mandatory (30% towards final grade)	Mandatory (30% towards final grade)	Province will determine

International Baccalaureate Update

M.E. LaZerte students enrolled in IB programming and who are working towards a full IB Diploma will connect with Diane.Fischer@epsb.ca regarding changes to their 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.

Extracurricular activities (including athletics)

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

Graduations

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

School council meetings

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

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

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

M.E. LaZerte High School is proud to continue our tradition of hosting 'Coffee & Conversation' for parents to meaningfully engage with the Principal and Administration throughout the school year. For the 2020 -2021 school year we will offer this experience throughout the school year two times each Quarter. The dates will be posted on SchoolZone, and parents are encouraged to sign up for the Principal's Weekly Email (sign up is on our main website page).

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).

Supporting mental health and well-being

COVID-19 is causing a lot of uncertainty for families and our communities. To support students and families, our Division is working on a set of mental health resources that families and caregivers can use. These will be released in the coming weeks.

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

- Mental Health Helpline: 1-877-303-2642
 - This toll-free helpline provides confidential and anonymous services, crisis intervention, information about mental-health services and referrals to other agencies.
- Kids Help Phone: 1-800-668-6868
 - kidshelpphone.ca
 - Text CONNECT to 686868

- Health Link: 811
- Alberta Health Services
 - [Help in Tough Times](#)
 - [Healthy Together](#)
- The federal First Nations and Inuit Hope for Wellness Help Line, at 1-855-242-3310, is available 24 hours a day, seven days a week; online chat at [Hope for Wellness](#).

M.E. LaZerte Student Services assists students in the areas of personal development, educational planning and career exploration. We will be connecting with 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.

- **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/> 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 Thom.Gillard@epsb.ca for additional information or support.

Supporting Communication

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)
- LaZerte Connect (our internal school site which also links to Athletics, Anti-Racism, Universal Supports, Wellness, and other sites/ information)
- Voyageur News

- school website
- Twitter: @MELaZerte
- Principal Newsletter (sign up on website)
- parent-teacher-student conferences and interim/ progress reporting (virtual this year)
- student and parent/ guardian surveys
- parent group meetings (e.g., School Council, MPAL, ECBEA) (virtual this year)
- School Messenger



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

LaZerte teachers will be using Google Classroom to 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.
- 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 review their 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:

- **We are going to have only one Grade/Course level of students in the school on a designated day to orient them to our new routines and safety practices.**
 - **Our Grade 10 students/10 level courses in Block 1 will start school on September 1st for a full day and they will be the only students in the school. Teachers will assign work for them for the next two days when they are not physically in school.**
 - **Our Grade 11 students/20 level courses in Block 1 will start on September 2nd and be the only students in the school. Teachers will assign work for them the following day when they are not physically in school.**
 - **Our Grade 12 students /30 level courses in Block 1 will start on September 3rd and be the only students in the school.**
 - **All students will attend on September 4th and from that point forward.**
- **If we move from Scenario 1 to Scenario 2 then we will move to a two day schedule where students will still come to school every day but only attend in person instruction for half of the day and have asynchronous instruction for the other half of the day. This would consist of a Day 1 and Day 2 schedule. In this case, a student's morning class (from Scenario 1) will be designated as Day 1 and will still occur with half of the class attending in person in the morning and the other half of the class attending in person in the afternoon. Their afternoon class, however would not occur on the same day and instead would be an in person class the next day (Day 2) with half of the class attending in the morning and half in the afternoon. This means the student would only have in person classes with the same cohort for half a day every day (and the other half of the day would be asynchronous instruction delivered through Google Classroom).**
- **If we move from Scenario 1 to Scenario 3 (completely online) then Google Classroom will be essential for continuing instruction. Students would have a similar schedule of synchronous and asynchronous teaching and learning occur in a similar schedule to Scenario 1.**