

Dear Parents

I want to thank all of you for your patience and cooperation as we deal with the impact of the global COVID-19 pandemic on our schools and communities.

Since Sunday afternoon when the Alberta Government announced that classes were cancelled, we have been meeting with the Division Office, our colleagues and our staff to determine next steps, with a focus on continuity of learning for our students and support to families and staff.

There is no question that the cancellation of classes is having a significant impact on everyone involved. We want to assure you that your child's learning is of paramount importance to us.

Here is our current plan of action to ensure your child's education is supported while classes are cancelled indefinitely. Be advised that due to the fluid and ever-changing nature of the situation, this plan may change. If it does change, you will be notified as soon as possible. As always, if you have any questions or concerns please do not hesitate to contact me at nbaharally@clearview.ab.ca

Delivery of Education starting Monday, March 23rd.

Teachers will be using Google Classroom ([The Parents Guide to Google Classroom](#)) and possibly other educational technologies to communicate with students in the upcoming weeks. This could include teachers uploading pre-recorded videos, live interactive online platforms [Google Hangouts MEET Guide for Teachers, Students and Parents in 2020](#) (which your child can participate in), assignment/assessment submission through Google Classroom, etc. **Essential learning outcomes will be the focus of core academic courses.**

- **Grades 7 & 8** - the main focus will be on Literacy and Numeracy within English Language Arts, Mathematics, Science and Social Studies.
- Option classes are not a main focus for us at this point in time. However, a final grade will be given in these courses at a later date if classes continue to be cancelled.

- **Grade 9** - the main focus will be on Literacy and Numeracy within Mathematics and Social Studies. (ELA and Science have already been completed in Sem. 1)
- Option classes are not a main focus for us at this point in time. However, a final grade will be given in these courses at a later date if classes continue to be canceled.

- **Grades 10-12** - the main focus will be on Literacy and Numeracy within all core subjects, including English, Social Studies, Math, and Sciences.

- Students are **expected to continue working towards earning their credits**. This includes diploma assessed courses. As of right now, the diploma exams will still happen. We are unsure as to how this will look. We are waiting on Alberta Education for further direction.
- CTS and option courses may continue in a modified format using Google Classroom.
- Grade 10's who have not completed CALM will continue in their online learning format from home using the Hapara platform.
- Grade 11 & 12 Work Experience and Registered Apprenticeship Program (RAP) students should continue as they are able. Please keep track of hours worked and watch for upcoming communications. We will be monitoring as we always have with our worksite inspections according to protocols.
- Grade 12 portfolio presentations are cancelled. (Grade 12 Student Portfolios may also be picked up in the main gymnasium during your scheduled pick up time for belongings.

If students in Grades 7-12 are unable to access online information, communications, resources, or lessons they may sign up for their course through paper-based distance learning (ADLC). Please email Mrs. Enyedy denyedy@clearview.ab.ca to coordinate sign up and the pick up of learning materials.

Grades 9-12 students - if you choose to move in this direction (ADLC Paper Based) you will be required to complete the full course work.

Grades 7 & 8 - core courses are not semestered, therefore our staff will ensure that students who choose the ADLC route do not repeat work already completed.

Technology Assistance Program

If there is a student who has absolutely no access to a device that can be used to sign into the Google suite (such as a phone, tablet or computer), Wm. E. Hay will allow the student to sign out a Chromebook until regular classes resume (or the end of the school year). We will record the student's name, the serial number of the machine and **require a parent or guardian signature in order to sign out the Chromebook**. It must be returned in working order with its power adapter as soon as things return to normal.

This is considered a special circumstance and is available only to those who have no alternative forms of technology.

If you need to take advantage of this assistance, you must e-mail dmorris@clearview.ab.ca before your staggered pick up day (see schedule below). The machines need to be prepared and sanitized before they are handed out. This option is only available on the two upcoming pick up days later this week as the school will not be open to the public beyond this point.

Plan to pick up belongings / textbooks

When students / parents / guardians access our school, they must follow these Alberta Government AHS guidelines:

- Anyone sick with respiratory symptoms (even if symptoms resemble a very mild cold) **will not be allowed to enter.**
 - Staff will be actively asking those who enter if they are having any respiratory symptoms, which would include (but not limited to) **fever, cough, sore throat, runny nose etc.**
- Handwashing must take place when entering and exiting the school. The washrooms in the PAC and outside the main office should be used for this upon entry.
- The principles of social distancing should apply. A minimum distance of two meters must be maintained between individuals.
- We have created a staggered schedule to pick up all the students' belongings from the school. This schedule will match the Stettler Elementary Schedule and Stettler Outreach School schedule so families only need to make one trip to the building or into town.
- If your child needs to sign out a resource from our Learning Commons (novels, texts, workbooks, etc), they will need to do this during their scheduled time they are picking up their belongings. These resources can be picked up from the main gymnasium.

[Click on this link to see the schedule for picking up your belongings.](#)

Due to the Covid-19 pandemic, we would like to remind students and parents that these pick-up times are not an opportunity to socialize in the building. Our staff are still working in the building and we would like to help limit their potential exposure.

Wm. E. Hay Blended Learning & Stettler Outreach School students

Due to the nature of distance learning courses, ADLC students with access to a computer will be able to continue working on their courses at this time.

For students working on paper based courses, if you need new modules, you can email Mrs. Hawkins at ahawkins@clearview.ab.ca or Mr. Fleischhacker at dfleischhacker@clearview.ab.ca. They will have the same expectations with the number of modules signed out at one time as before. These modules will be available for pick up and drop off from the Stettler Outreach School.

Please contact the teachers at the Stettler Outreach School prior to picking up modules and the package of materials will be waiting for you in the vestibule of the main entrance with your name on it for pick up. To drop off completed work, there will be large envelopes in the vestibule with labels on them. Please place your work in the envelope and label it accordingly. Leave the work in the drop off basket.

Other Items of Note While Collecting Personal Belongings

- Please bring a bag to take home personal items and belongings from your school locker and P.E. lockers at your scheduled time. Please leave the lockers open and the lock unlocked and on the locker. They will be collected at a later date.
- Please return any Semester 1 textbooks that you may still have in your lockers or possession to the **main gymnasium** during your scheduled pick up time.
- Any archers that have Bows that belong to our school, please drop them off in the **main gymnasium**. If you have a personal Bow that was stored in the Jr. High Gym, it will be available for you to pick up in the **main gymnasium** during your scheduled pick up time.
- If you have any musical instruments in your lockers or at home that belong to our school, please drop them off in the **main gym** at the same time you are picking up your personal belongings during your scheduled time.
- Please drop off any sports uniforms that belong to our school in the **main gymnasium** when you come at your scheduled time to pick up your belongings.

Extra-curricular Activities:

Any and all scheduled extra-curricular activities have been cancelled for the duration of the school year including:

- **All sports / training camps / competitions**
- **Montreal Cosmetology Trip**
- **Archery Nationals in Regina**
- **School Reach tournaments**
- **Mamma Mia wrap-up**
- **Spring Registration presentations**
- **Gr. 9 Camp**
- **Gr. 7 Drumheller field trip**
- **June Graduation Ceremony. This has been a very difficult decision for our staff. We regret that this special event, which is a culmination of our Grade twelve students' education, is now cancelled. This is the first time in Wm E. Hay's history that we have had to take these measures. We are mindful that this is upsetting for our students, and we share in their shock and sadness.**

Thank you,
Mr. Baharally
Principal
Wm. E. Hay Stettler SEcondary Campus
Stettler Outreach School