

Wm. E. Hay Stettler Secondary Campus

2020-2021 Re-entry Handbook for Students and Families



This document will continue to be updated based on orders from the Chief Medical Officer from Alberta Health Services, recommendations from Alberta Education, and the evolving best practices of staff from Clearview Public School Division. The situation surrounding COVID-19 is evolving with time. We encourage you to keep checking back to our webpage for the latest information.

Introduction

We have missed our students and cannot wait to welcome them back to school beginning on August 31 for grade 7 and 8 students, September 1st for grade 9 and 10 students and September 2 for grade 11 and 12 students. Schools are not the same without the energy of children and the buzz of learning.

For everyone's safety we will be changing some school routines and practices to adhere to Alberta Health Services' (AHS) risk mitigation strategies and to ensure multiple layers of protection for all students, staff, and community. The changes that have been made are done so with safety as the top priority. There may be some changes that you agree with, and some that you do not. We will all have to work together to make concessions so that students can re-engage in school safely. Our hope is that throughout the year, we can make changes that allow us to return to all of those activities, interactions and experiences that we have known in the past.

Please note that we will be using a "phase approach" to our re-entry. To begin, we will have more restrictions and fewer services offered in our building; our approach is to be overly cautious. However, as we monitor the situation and find success in getting back into face-to-face instruction, we will re-evaluate and open up more possibilities for students. This is explained in greater detail in the pages to follow.

Alberta Education is responsible for making decisions regarding return to school and for creating guidelines for school divisions and schools. These decisions made by Alberta Education are non-negotiables for School Divisions and Schools and include the return to classes on a full time basis and the wearing of masks. The leadership team across Clearview Public Schools and the staff at Wm. E. Hay Stettler Secondary Campus have worked hard to interpret and implement those guidelines to ensure a safe re-entry for both staff and students.

Clearview Public Schools is committed to the following principles:

- Student and staff health and safety are our priorities.
- High quality student learning will occur no matter which scenario we are in.
- A collective effort to keep everyone safe, and schools open.
- Ongoing communication, and informing everyone of changes in expectations.
- Being prepared to transition from one scenario to another with short notice.

WEHSSC has done our best to accommodate the guidelines provided by Alberta Education and the Chief Medical Officer of Health and provide an environment that is not only welcoming and caring, but also committed to safety while still conducive to learning and social networking.

Our school is complex. With our large number of students and staff, we also pride ourselves in the outstanding opportunities for students that require them to move throughout the building freely. While we have done all that we can to mitigate risks for students, in order to balance high quality learning as well as safety, we all must be incredibly respectful of not only trying to socially distance, but also how we handle ourselves in terms of respecting others by respecting and following the standards and rules set out by the school and school division.

In respecting each other, we can do our part to ensure a successful re-entry to school at WEHSSC. I look to the year ahead with hope and optimism as our children can re-unite with teachers, peers and learning. Our team will work to communicate effectively with our parents, students and community partners in the weeks and months to come. I thank you in advance for your patience and partnership as we navigate through uncharted territory.

Take care,
Myranda Shepherd
Principal
Wm. E. Hay Stettler Secondary Campus

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General Building Safety and Cleaning Protocols

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from objects and surfaces. Clearview Public Schools will be enhancing regular cleaning regimes during the pandemic. [The Environmental Cleaning of Public Facilities](#) recommendations will be followed.

Summer Preparation

- A thorough cleaning of school facilities will be completed prior to opening.
- Stagnant water in the water lines will be flushed.
- HVAC systems will be checked to ensure good ventilation.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected will be removed.
- Directional arrows and signage will be posted to support clear flow of traffic.

Day to Day Cleaning

As part of the enhanced cleaning regiment, custodians will be working during the school day to ensure that all schools have access to constant cleaning throughout the day, as well as deep cleaning during the evenings.

The following surfaces will be disinfected daily by cleaning staff:

- Classrooms: desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers.
- Hallways and Corridors: light switches, water bottle fill stations, entrance door handles, alarm panels, inside handicap door buttons.
- Washrooms: all surfaces.
- Offices: desks, chairs, telephones, light switches, doorknobs, copiers.

Classroom Protocols and Cleaning

- Each classroom will have a clearly marked Sanitizing Station inside of the room. Students are asked to sanitize their hands prior to entering each classroom.
- The sharing of personal items will not be allowed (e.g. electronic devices, writing instruments, school supplies, food, etc.)
- Our ventilation systems have met code and are in good standing.
- Where possible, natural ventilation will be maximized by opening the doors and windows to periodically change the air.
- Teachers are looking at ways to minimize the sharing of resources as much as possible. Where the subject requires the use of shared items like learning stations, manipulatives, and/or science equipment, such items will be disinfected before and after each use.
- Where appropriate, and where students are capable, they will be asked to wipe down their own personal work area after use. Cleaning supplies have been provided by Clearview Public Schools to support this process.

Health and Safety Measures

We are committed to using information from official public agencies as trusted sources of information, including [Alberta Health Services](#), the [Public Health Agency of Canada](#), [Alberta Education](#), and the [World Health Organization](#).

Alberta Health Services have clear guidelines for schools on what would happen in the case of a positive COVID-19 case in our school. You can access that document [here](#).

Daily Screening Practices

Prior to sending students to school, we ask that parents complete the daily [Screening Checklist](#). It is extremely important that this screening is done daily for each student. If you answer yes to any of the questions, please follow the instructions provided at the bottom of the checklist.

Pre-Existing Conditions That Mimic COVID-19

We recognize that some of our students have allergies or ongoing health issues that exhibit symptoms similar to COVID-19. If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home, and be tested, and can return to school once cleared.

For individuals that have chronic pre-existing conditions as described above, WEHSSC will keep a record of the typical baseline symptoms that may be confused for COVID-19 in PowerSchool, as we would with other medical conditions to try to mitigate continual questioning by our caring school staff.

To report pre-existing conditions, please complete this [google form](#).

Masks and Personal Protective Equipment (PPE)

As of August 4, 2020, Alberta Education has mandated that Grade 4 to 12 students and staff must wear [masks](#) where physical distancing cannot be maintained, including on school buses and shared areas such as hallways.

We ask that all students come to the first day of school with a disposable or reusable mask.

Masks are not required while students are seated in the classroom during instruction if following the physical distancing guidance for schools.

Masks are required in the classroom when close contact between students, or students and staff, is occurring. Masks should be used for the duration of this activity.

[Exemptions](#) will be made for students and staff who are unable to wear a mask due to medical or other needs.

School staff will get one reusable face shield to use in schools at their discretion. A mask must still be worn while wearing a face shield.

Two reusable, non-medical masks will be provided to each student on their first day of school. Parents are encouraged to discuss this with their children and if possible, begin getting them used to wearing masks (if available) before their return to school. Students will be [taught procedures for using non-medical masks](#) in the classroom on the first day of classes. Parents should familiarize themselves with the [guidance on mask use](#), paying attention to the need to launder masks on a daily basis. It is a good idea to label masks. Students will be provided two masks at school and teachers will have time for students to label these masks in class. If families require more masks for their child beyond the two that are provided, please be sure to label those as well.

Non-reusable masks will also be available for circumstances when the reusable masks are not available.

It is important to consider how students will appropriately store masks when not being worn on their face in a way that they are accessible. Students may wish to consider bringing a small container or small plastic bag to store their masks. Lanyards or carabiner clips may also be considered.

Staff/students must wash their hands before donning a mask and before and after removing the mask ([as per Alberta Health mask guidance](#)).

Masks will be available at each school for emergencies only and should not be counted on as a mask supply for students. Please ensure that your student leaves home every morning with a mask.

Individuals who are physically, psychologically or developmentally unable to wear a mask, will be excused from this health protocol. Families will work with the school principal to discuss this relative to their child.

[Recent Information about Making Masks, Buying Masks and Caring for you cloth masks](#)

Making a mask

- There are many ways to make a cloth mask. Health Canada provides instructions with sew and no-sew options.
- Choose a fabric or cloth that can withstand frequent cycles through washing and drying machines
- Use multiple layers of tight woven fabric – 4 layers is optimal.
- Use a combination of fabrics such as a high thread count cotton (e.g. 600-thread count pillowcases and cotton sheets) with spun bond polypropylene or polyester.

- Use different fabrics or colours for each side of the mask. This helps you to know which side faces your mouth and which side faces out.

Buying a mask

- Make sure cloth masks:
- have multiple layers of fabric
- fits securely against your face
- allows for clear breathing
- can be laundered

How to care for your cloth mask

- Store masks in a sealed and clean storage bag and place in a dry area of your home.
- Put cloth masks directly into the washing machine or in a bag that can be emptied into the washing machine. Throw out the bag after you've used it to store masks.
- Launder with other items using a hot cycle, and then dry thoroughly.
- Inspect the mask for damage prior to reuse.

Additional Mask Information from the Alberta Government

[Covid-19: Masks](#)

[Guidance for Wearing on Non Medical Face Mask for the General Public](#)

Responding to Illness While at School

We realize that this is one of the greatest concerns for your child. While we have done all that we can to mitigate the risk, we can not eliminate all risk. We are also keenly aware that discretion, care and compassion will be of utmost importance when we work with students who develop symptoms of illness during the school day. We do not wish for students to feel embarrassed and have established a private, safe room that students will wait in until parent/guardians are able to pick up their child.

Students will need to report if they are not feeling well, just as they normally would. We would then ensure that everything is done to ensure privacy for the child. They would be quietly taken to the infirmary room, which has been set up to ensure discretion. During this time, students will be supported by a caring adult until handed over into the care of a parent or emergency contact. Privacy blinds are being constructed in the case that there may be a few students who have developed symptoms (eg. sore throat) during the school day.

When school staff contact parents to pick up a child, we ask that this is done with urgency. If you are unable to pick up your child, you will be asked to designate an emergency contact. This is a responsibility that all families must adhere to and we appreciate your cooperation in advance.

Students will be supported by their school to learn at home if they are required to isolate due to illness

or because they are a close contact of a case of COVID-19.

Please note that we will have a secondary infirmary space for the day to day injuries that occur in a school to ensure that spaces remain separate.

Assigning an Emergency Contact

Before August 26, 2020, Clearview Public Schools is asking all families to log in to the Clearview Student Verification Process to review who they have designated as emergency contacts in our student information system and update the information, if necessary. The emergency contacts need to have the ability to come and get your child from the school in the event you are unable to do so.

Stay Home When Sick

Those unsure if they, or a student, should self-isolate are directed to use the Alberta [COVID-19 Self-Assessment Tool](#).

All students who have symptoms of COVID-19, **OR** travelled outside Canada in the last 14 days, **OR** were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.

Students must stay home until they have been assessed by a health care provider to exclude COVID-19, or other infectious diseases.

Once your child has been assessed and has received a negative result, please communicate this with the school. Students may return to school when they test negative and that information has been shared with the school.

Students will be supported by their school to learn at home if they are required to isolate due to illness or because they are a close contact of a case of COVID-19.

TIP: Any Albertan 14 years or older with an Alberta Drivers license or Alberta ID can sign up for [myHealth](#). Results are typically received quicker through this format rather than waiting for the phone call from AHS.

Confirmed Cases of COVID-19

If there are cases of COVID-19 identified within the school setting, the Zone Medical Officer of Health will work directly with the jurisdiction and school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students.

In the event of an active case, AHS may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort/class home or to close a school will

be made by the Zone Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work at home if they are required to self-isolate.

Please refer to the [Resource Guide for COVID-19 Outbreaks in Schools \(released August 20, 2020\)](#) for more information.

Teaching about Safety

During the first days of school students will learn the new school specific COVID-19 safety precautions that have been put in place since they were last in school. Age appropriate lessons on handwashing and mask use will be taught as will respectful conduct. In the days prior to school starting, we encourage families to have discussions about student responsibilities during return to school and what we can do as individuals to minimize the risk for all.

Learning and Instruction

As we return to learning under Scenario 1, students will cover all of the curricular areas with no significant change to hours of instruction.

Timetables will be available on Powerschool as soon as possible. A School Messenger message will be sent out to notify parents of when they can look at their child's timetable. We are happy to accommodate timetable changes for students who need to make changes, on their first day of school. Administration and Students Services will be available to support this process.

At Wm. E. Hay Stettler Secondary Campus, we pride ourselves in being able to offer a full spectrum of courses for students. This year, adjustments have been made in order to support physical distancing and cohorting. For instance:

- Physical Education classes will proceed but will look different than in the past to allow for activities that promote social distancing. For example, September and October is Cross Country and Golf seasons in sports and the warm weather makes these excellent activities to engage in at this time of year. Whenever possible, PE will be done outside instead of inside. When classes need to be inside, activities will be planned where students can physically distance. Students will not be required to change for PE classes so that change room congestion can be avoided. This will be re-evaluated as the school year progresses.
- Hockey Academy will focus on dry land training and essential skills. Parents will be reimbursed fees. If the point comes that we are able to transport students to the arena, a fee will be enacted taking into account the reduced time at the arena and reduced transportation expenses.
- Grade 10 options will be 5 credits, rather than 3. This means that students will be exposed to a fewer number of students within a school day. Administrators and Student Service staff will be combing through student requests to do our best to get students into their priority option courses.
- PE 10 and CALM will be linked. This allows for reducing transitions for students, exposing students to a fewer number of students, greater flexibility, reducing overlap between the courses, and better use of time. For example, the PE component could occur outdoors when weather permits throughout the fall and spring. In addition, if we needed to move to a Scenario 3 (online), the CALM course lends itself well to online learning. This combination lends well to a "wellness" approach to learning in both subjects.

In order to support student learning, teaching staff will be conducting pre-assessments early in the year to help students prepare for success throughout their courses. For students who need additional support, we suggest that parents speak to their child's classroom teacher as soon as possible.

More details regarding additional option courses and safety measures will be available in the future.

Staggered Start

To begin the school year, we are going to welcome our students back in a staggered manner to assist with a seamless transition back to class. The staggered start will allow our school staff and students to become accustomed to the guidelines and expectations for Scenario 1 with a limited number of bodies in the building.

Monday, August 31st: Orientation Day for Grade 7 and 8 Students

Tuesday, September 1st: Orientation Day for Grade 9 and 10 Students

Wednesday, September 2nd: Orientation Day for Grade 11 and 12 Students

****Please note that students will be getting their school picture and ID on this day as well as we have fewer bodies in the building and, therefore, reduced risk.***

Supporting At-Home Learning While Self-Isolating or Ill

Consistent with what happens during non-pandemic times, should a child be required to stay home for a short period of time due to illness or required self-isolation, classroom teachers will provide key work for the student to be able to work on while at-home. Teachers will all have Google Classrooms established for their courses and will be supporting students who are at home for isolation reasons or sickness as well as those who are in their classrooms.

At Home and Homeschooling Programming

We believe that having students learn in school is always the best, but recognize there is uncertainty for some of our families as we move closer to September. An “At-home” learning approach will be offered to students in grades K-12 for the 2020-2021 school year only. This approach is offered to families who are not comfortable returning to in-person classes at this time. It will involve a combination of online instruction and independent work which requires a significant commitment from both students and parents. It will not provide the same learning opportunities or support as in-person learning (eg. science labs, immediate access to teacher support, etc.). *Unlike the emergency pandemic learning that took place in the spring of 2020, at-home learning will require students to participate full-time in their learning and to meet all of the curricular outcomes and assessments in the Alberta Programs of Study.*

Both At Home Learning and Homeschooling Programming will be coordinated by Clearview Public Schools.

(1) Division Supported - At-Home learning (teacher directed)

An At-Home Learning program would be an online learning support for parents to lead educational activities at home with their child(ren). This program will be created for the 2020-21 school year for families choosing to remain at home due to COVID concerns while in-school classes have resumed. This online learning program will act as a bridge to support specific families until they can return to regular school programs while keeping the student registered at their local school. This format will involve parent participation. Parents will receive online subject resources provided through a format of online instruction and independent work directed by a Lead Teacher within the division. Students will be supported using various digital tools through an online platform. Most instruction will be provided using digital resources to engage the student in independent learning activities.

To participate in at-home learning, students will need:

- A reliable internet connection.
- A device capable of accessing the internet such as a computer, Chromebook, or tablet such as an iPad or Android Tablet. If you need a device, please contact your school principal.
- A web camera for video meetings and lessons (most devices come with these).
- Parent supervision and support.
- A quiet space to work.

Parents and students will be welcome to return to their local schools as the year progresses. These transitions will be discussed on a case by case basis involving support from the teacher in charge of At-Home and Homeschooling, school administration and the classroom teacher when the time comes for the student to return to school. Generally speaking, students in semestered classes will not be able to transition back to in-school learning after enrolling in Clearview At-Home learning or the Clearview Homeschool Program until the end of the current semester.

Parents should first consult with their school principal to discuss their concerns around returning to school and then be referred to the application and intake process which will open in early September. Following the application process, parents will receive an email confirming receipt of their application and an intake interview (by phone) will be arranged during September. Details will be posted on our division website. Predicted start dates for students in this program will be mid September.

What is the parent's responsibility in this program?

- Ensure the student is set up to learn independently within the home with reliable internet access.
 - A device capable of accessing the internet such as a computer, Chromebook, or tablet such as an iPad or Android tablet.
 - A web camera for video meetings and lessons (most devices come with these).
- Communicate back with the lead teacher in the at-home learning program on how the learning activities are progressing.
- Engage the student with learning activities on a daily schedule, completing assignments and is available for real time online lead teacher check-ins. The parent is expected to initiate and oversee the learning activities that are provided by the lead teacher from the at-home learning

program. The time commitment from parents will vary depending on the age and level of learning independence of their children. ‘

- To monitor when circumstances change and allow the student to start returning back to the regular classroom by working with the lead teacher on this transition

For more information about the Clearview At-Home Learning Program click [HERE](#).

(2) Parent Directed Home Education Program

Clearview Public Schools has the responsibility to serve the educational needs of all students within its boundaries, including those students whose parents choose to fully or in part provide a home education program. At this time the Shared Responsibility (Blended) program will not be available due to Covid-19 cohorting regulations from the Alberta Government.

Clearview Public Schools offer parents the option of enrolling their children in a full-time homeschool or Home Education program. In this program, parents take lead in educating their children by developing lessons and assessments while Clearview provides support and resources as needed.

For more information about Clearview’s Homeschool (Home Education) option, click [HERE](#)

Parents wishing to educate their child themselves under the Home Education Regulation please familiarize yourself with the [regulations and responsibilities](#).

More details including registration forms and planning documents can be found in the Clearview [Administrative Procedure 304 Home Education Programs](#).

[Alberta Education Amendment Regulation to the Education Act dated July 28, 2020](#)

Parents looking to start or refine a home education program should refer to the [Home Education Handbook](#).

The handbook includes information on:

- planning the child’s education program
- understanding legal rights and responsibilities
- following through with a home education plan
- planning supports and services
- ending a home education program
- planning for transitions

(2) Parent Directed Home Education Program

Parents wishing to educate their child themselves under the Home Education Regulation please familiarize yourself with the [regulations and responsibilities](#).

If you would like to have further discussion regarding Parent Directed Home Education, please review our [Administrative Procedure 304](#) contact Daram van Oers at dvanoers@clearview.ab.ca by August 19, 2020.

In school and alternative to in school learning assignment expectations (Grading)

Unlike when COVID-19 first emerged, we are not approaching this as an emergency. We are moving into a stage of schooling that is different, requires creativity, wisdom and care. Students and families, with our staff, will be asked to work together in order to achieve success.

- **High School:** High school students who do not engage in a course of study will not succeed in that course. While the principal may assign credits (known as “unassigned credit”) to help a student to get the required number (100) of credits for graduation, they will not permit passing grades in required courses for students who do not complete course requirements. Not engaging at school and home **will** have an impact on grade progression and graduation.

Class Sizes

In Alberta Education, Scenario 1, all students will be returning to school. The class sizes will depend on the number of students who will be returning in-person. While we always look at ways to keep our class sizes low, at this time, there are no proposed changes to class sizes, in accordance with the guidelines provided by the Alberta Government and Chief Medical Officer. Should Scenario 2 be mandated by the Alberta Government and Chief Medical Officer, class sizes may be adjusted.

Supporting Students Requiring Individual/Specialized Support and Medically Fragile

We believe that all students will succeed. Schools will be working with families and students with unique needs to ensure they are supported. Our dedicated staff is committed to developing a solution for the particular needs of the child and what will work best for all. We look forward to working in partnerships with parents to meet the needs of students in this coming year.

WEHSSC will maintain learning opportunities for students specific to their Instructional Support Plan (ISP) using a variety of approaches. Students with complex or differing learning needs will continue to be intentionally included in the learning of the whole classroom with support from our Student Services department. Divisional supports, such as Occupational Therapists, Speech-Language Pathologists, Psychologists, Physical Therapists, will provide service following their respective professional guidelines. Some of these services will be face-to-face but physically distanced where

possible. Some of the services will be provided online. All of these professionals will need to wear various personal protective equipment in order to minimize risks.

We are pleased to be welcoming back our Educational Assistants to support programming.

Provincial Achievement Tests and Diploma Exams

Alberta Education is leaving participation in the provincial achievement tests at Grades 6 and 9, to be decided by each school authority.

Clearview Public Schools will not be participating in Grade 9 Provincial Achievement Tests.

A return to in-school classes includes the administration of **diploma exams** for the 2020-21 school year, which will continue to be **mandatory**. Results will continue to constitute 30 percent of a student's final diploma course mark. Having normal diploma exam administrations will permit students to access diploma exams to raise their marks.

School-based Meetings

We know the importance of communication and partnerships. Having open, honest and frequent conversations between school and home around student needs and student learning is key to success for students. Throughout the pandemic, meet-the-teacher meetings, parent-teacher interviews and school council meetings are taking place virtually or by phone. School-based meeting restrictions will be reviewed quarterly throughout the school year.

School Councils

Our School Council is an important stakeholder group at WEHSSC. Our School Council meetings will take place virtually to begin the school year. Once restrictions allow for face-to-face, we will meet outside of the regular school day and follow all school and AHS guidelines and protocols, including the use of masks, use of hand sanitizer, size of meeting, physical distancing and wiping surfaces.

Libraries and Learning Commons

For the time being, students can't congregate in the library or learning commons. Students on spares will have quiet work spaces available to them in the learning commons that are socially distanced. Meetings can take place in these areas when physical distancing is possible. Although students can't congregate, they can use books and materials stored in the library and learning commons. Once returned, the resource is cleaned and disinfected. Materials difficult to clean are sealed for 72- hours before recirculating.

Off-Campus Education

The Registered Apprenticeship Program and Work-Experience Programs are operational, with

public-health measures in place. Students are expected to follow health and safety protocols set out by the employer, in compliance with [General Relaunch Guidance](#). All worksites are also inspected by school staff to ensure they meet the appropriate public-health measures. We know that this is an important experience for many of our Wm. E. Hay students and look forward to keeping it going this year, so long as the worksites are safe and approved by our Off-Campus Coordinator.

Student Health and Well-Being

While many students are excited about the return to school, we recognize that this may be an anxious time for some. The health and well-being of students, staff and our school community will continue to be a priority as we return to learning. We are collectively responsible for fostering safe, caring and welcoming environments that provide a continuum of supports and services for students' physical, social and mental well-being.

The COVID 19 pandemic has resulted in prolonged stress, loss of control, and unpredictability for students, parents, and staff. Upon re-entry to school we can predict students, parents and staff will experience higher levels of dysregulation and require mental health and psychosocial support.

Dr. Bruce Perry's work around trauma and the R's will be used as the framework for responding to students, parents, and staff's mental health and psychosocial needs.

Regulate: Individuals must first be regulated before they are able to connect to others, learn new content, or engage in reasoning.

Relate: An individual is only able to connect and relate to another individual after they are regulated (in a calm state).

Reason: Once an individual is regulated and feels safe and connected to others, then they are able to reason and learn new content.

Relationships have always been the core of the work we do at Wm. E. Hay Stettler Secondary Campus and will continue to be as we reunite with students. Not only are we looking at how to return to school with physical safety, but also with emotional safety.

If you or your child need any mental health supports, our Family School Liaison staff will be available. Also, if you would like to access mental health resources, please use the [Caring and Resilient Students \(CARS\) website](#).

School Operations and Protocols

Physical Distancing

Where possible, students and staff will be following the two metre physical distancing recommendations from Alberta Health Services and Alberta Education. In situations where the recommended two metre physical distancing is not possible, the wearing of non-medical masks; extra emphasis on hand hygiene; respiratory etiquette; not participating when sick; and cleaning and disinfecting on a regular basis before and after activities are strategies that we will be employing at all schools. This is why it is extremely important that anyone showing symptoms must stay home and get tested and cleared before returning to school.

Access to School Buildings

We value our relationships with our families, but for the fall it is important to note that while our buildings are open to students and staff, they will be very limited to the public to minimize risk as much as we can. This will include parents, guardians and any visitors to our schools. In most cases, if a parent needs to speak to a teacher or administrator we will strive to do virtual meetings, phone calls, email and other digital platforms. If a face-to-face meeting is required, **visitors will need to make an appointment ahead of time**. When you do have an appointment, you will need to complete a health screening, utilize hand sanitizer and wear a mask upon entry as per AHS guidelines. We will still encourage and value communication between our families and their school; it will just look different. This restriction will be re-evaluated later in the fall.

Student Entry and Exits

WEHSSC will have three entrances in the fall.

The east cafeteria door will be used for entrance and exit by our grade 7 and 8 students.

The main east entrance will be used for entrance and exit by our grade 9 and 10 students.

The main north (parking lot) entrance and exit will be used by our grade 11 and 12 students.

Staff will be at each entrance to greet students and welcome them to their school day from 8:15am to 9:00am each morning. We know that some of our students are eager to get into the building each morning. With the number of protocols required for safe admittance and monitoring, **we will not be able to admit students into the building prior to 8:15am**. Hand sanitizing stations will be at each door for students to sanitize prior to coming into the building. Doors will be locked once the school day begins and then all students will be asked to buzz into the school from the north (parking lot entrance).

Prior to students entering the school, they will need to put on their masks, they will be asked to go directly to their first period classrooms without congregating.

We also know that transportation of students on busses is changing to meet COVID-19 protocols. If, for whatever reason, a bus is delayed, students will be welcomed into the school and into their classrooms without issue.

To minimize numbers in the hallway at the end of the day, we have implemented a staggered dismissal time. This schedule will shift in second semester so that all grades have an earlier dismissal time at some point in the year.

Grade 7 - 3:10pm
Grade 8 - 3:15pm
Grade 9 - 3:10pm
Grade 10 - 3:15pm
Grade 11 - 3:10pm
Grade 12 - 3:10pm

If students are entering the school outside of 8:15-9:00 and lunch hours, they will be required to come through the main north parking lot doors as all other doors will be locked for the day. Students who are late for classes or have left for an appointment will need to ring the doorbell at the main north entrance to be admitted back in the building.

Student Groupings/Cohorting

The risk of transmission of COVID-19 is reduced by limiting exposure to others. Contact tracing is also more feasible when groups (cohorts) are maintained. It is recommended, where possible, that students be cohorted by grade. WEHSSC has been able to create cohorts by grade from grades 7-12. Option courses for grades 11 and 12 students are combined (eg. Fabrication 2.1 and 3.1), but core classes remain by grade.

There are times in a high school setting where students wish to take a course in grade 10 that is a 20 level course. There are also times when students need to redo a course (eg. English 10 in grade 11). Those out of grade courses are rare, but they do happen. This year, due to the circumstances, we will limit the number of out of grade courses to *extremely special circumstances* and, within that, look at how to do that in a way that does not break the grade level cohort.

A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting. Although schools will do their best to adhere to the classroom cohort most of the time, students will find themselves in more than one cohort. For example, a WEHSSC student will be in their grade cohort, perhaps a bus cohort and even a small group cohort within their classroom. Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak.

For the purposes of contact tracing, WEHSSC has ensured limiting the capacity of rooms to a number that allows for physical distancing (i.e. less students in a smaller room and more students in a larger room).

Zoning

In addition to “cohorting” students, we have done our best to create “zones” within our school. This will limit the interaction between students of different grades.

The grades 7 and 8 students have one zone of the school, the grades 9 and 10 have another and the grades 11 and 12 another. This includes zones for lunch time as well. Please see the map included with this document which outlines the zones. Teachers will move to students in their zone for teaching core classes. That being said, we do want students to be able to offer our incredible facilities (CTS, Gym etc.) and so students will move, without congregating, to those specialized classrooms, which will have heightened sanitization protocols between classes.

WEHSSC will have videos that show the process for entrance and exit at each grade level.

Student Flow Inside the Building

We are fortunate in that our building lends itself well to directional flow of traffic. Inside the school there will be directional signage in halls and stairways to minimize physical interaction, much like we see in commercial spaces. These procedures and guidelines will be shared through video with parents and students. Our first days of school will be dedicated to discussing these guidelines and responsibilities with students. We do not want this to be overwhelming for students so we have also looked to ensure that safety signs are balanced with wellness and that thought has been given to creating a welcoming and caring learning environment.

Open and Closed Campuses

Wm. E. Hay Stettler Secondary Campus and Stettler Outreach School has added structures to limit contact between cohorts. For now, our grade 7 and 8 students will be asked to remain on campus during lunch hours. We have staggered our lunch times for the grade 9/10 cohort and the grade 11/12 cohort. This shifts limits the overlap between our 9/10 cohort and our 11/12 cohort, allowing for a safer open campus. We will continually re-evaluate these decisions.

Students will be asked to follow appropriate protocols with regards to social distancing and respect the safety of those around them.

Lockers

In order to ensure safe movement through hallways and physical distancing, we will not have access to lockers at this point. Students will need to come to school with their backpacks, which can stay with them at their desks. As movement in the hallways is limited, there would be fewer instances

where students need to pack a backpack around. Teachers will be looking at ways to lessen the load through textbook PDFs on Google Classroom etc.

Please note that this applies to Change Room Lockers as well. These will not be available for use.

This decision will continue to be re-evaluated through the year.

Classrooms

Upon entering and exiting classrooms, students will be required to sanitize their hands. Each classroom will have a Hand Sanitizing Station set up and some classrooms are equipped with sinks. Desktops and countertops in classrooms will have all non-essential items removed to allow for custodial cleaning. Area rugs and soft furnishings that cannot be easily cleaned and disinfected have been removed and stored until we are able to bring them back into the classrooms.

Desks will be separated from each other to the best of the ability given the size of the classroom and number of students. If two metres cannot be arranged between desks/tables, they will be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups or a semi-circle). A seating plan will be created in each classroom to facilitate contact tracing in the event of a positive test for COVID-19.

Staff and students are to utilize their own personal items (e.g. electronic devices, writing instruments, school supplies) and minimize any shared items. Where possible, teachers are organizing their curricular content to minimize the need for shared resources at the beginning of the school year. We ask that all students bring their own headphones for chromebooks and are diligent with bringing tools in their backpacks so they are ready for learning.

As mentioned before, in some age appropriate circumstances, students may be asked to clean their own personal work space eg. video cameras in Comm. Tech, desk surfaces after use.

We have equipped all classrooms with FM systems for teachers to wear. These systems broadcast sound evenly throughout the classroom. These devices have been used extensively in the past, but are now in each classroom to ensure students are able to hear, regardless of their position in the classroom and can hear a teacher through a mask, if necessary.

Student Drop Off and Pick Up

To keep your children safe, parents/guardians are to remain clear of school entrances, or within their vehicle, while waiting for their children. Parents must not enter the school unless they have made an appointment. Students waiting for pick up are to wait outside in a designated area while following physical distancing guidelines. During inclement weather (rain, extreme cold, etc.) we have alternate arrangements for the waiting area that allows for physical distancing.

School Assemblies

In an effort to reduce interactions, multi-classroom/cohort gatherings such as assemblies, whole grade or whole school groupings will not take place until further notice. Any announcements to students will take place through videos during Teacher Advisor or over our PA system.

School Supplies

Please see our website for the School Supply Lists.

For COVID-19 Re-entry, we ask that all students have the following:

- Water Bottle (not glass)
- Backpack
- Hand Sanitizer (there will be ample Hand Sanitizing Stations in the school plus necessary cleaning supplies, but students may wish to have their own)
- Face Masks (two re-usable masks will be provided to each student by Alberta Education, but you may wish to bring your own)
- Headphones (for Chromebooks as students are not able to share)

Water Bottle Refilling Stations

While water fountains can remain open as per health guidelines, we recommend that each student bring their own labeled water bottle filled from home. We are modifying school fountains to be bottle filling stations in every school to allow for refills. Students are not allowed to share their water bottles.

Shared School Spaces

Learning commons, gymnasiums, lunch rooms, cafeterias, and foyers remain available for instructional use to maximize physical distancing where possible. Fitness centres and gymnasiums will only be used for curricular and extracurricular purposes. These facilities will not be open to students at break times or after school for drop in use. Occupancy limits will be set for all common areas to allow for physical distancing.

Visitors/Parents/Volunteers

In order to minimize risks, parents and volunteers are not permitted in schools unless by appointment until further notice. If attending an appointment at the school, visitors are asked to call the school on arrival, wait in their vehicle and they will be admitted by a member of the staff. All visitors will be required to complete the self-screening tool, which will be posted on the school door. If a visitor answers YES to any of the questions, the individual will not be admitted into the school.

A record of all visitors who remain within the school for more than five minutes must be recorded in the school's visitor log book.

Lunch

Lunch is our most complex time at WEHSSC. Our school has always been an open campus with free flow of students to stay in the school, go home, take their vehicles to get lunch etc. This is a time of day that will require commitment from students to follow AHS guidelines.

Each grade has a designated lunch area within the school. Lunch times will be staggered for our cohorts. For example, our grade 7 students will eat first, for the first 20 minutes, while grade 8s are outside or in one of the designated large gathering spaces. Grade 8s will then eat lunch for the second 20 minutes, while the grade 7s are outside or in one of the designated large gathering spaces.

Our grade 9&10 and 11&12 lunch times have been staggered. There is only a 15 minute overlap between the two. This allows us to open our campus for students to leave the school grounds for their lunch time, to minimize the opportunity for students to cross cohorts during that time.

Supervisors will encourage students to practice physical distancing while having breaks. Upon re-entry, students will be asked to follow the same procedure as morning entry.

Each cohort is assigned an eating area in the school. We ask that there is no food sharing between students. Students must not share utensils, dishes, and water bottles or drink containers. Students will be asked to wash their hands or use hand sanitizer before and after eating. Students will be asked to help wipe down their own desks or tables after they are used for eating. Microwaves will not be accessible. Please send lunches and snacks that do not require the use of the microwave to mitigate risk. We will reassess this as guidelines change. Vending Machines will be allowed, but there will be a hand sanitizing station and wipe down clothes for use before and after, as they are a high touch surface.

Please note that to begin the school year, we will NOT be offering cafeteria service. Please see the detailed information in the section "School Cafeteria" below.

Class Transitions/Breaks

Another challenging time for WEHSSC will be transition times due to the sheer volume of students moving through the building. Therefore, we have zoned classrooms for students to minimize the need to move and we will also have teachers, where possible, move to students for their classes.

When necessary for students to move to a classroom, they will be encouraged to practice physical distancing and to follow posted traffic flow protocols (floor stickers and single lane flow) during class transitions. Students will be asked not to stop and congregate during transitions between classes.

It is common practice in any high school for students to go to and from their vehicles. Students often use their vehicles to store school supplies, binders, textbooks etc. For the time being this will not be allowed and we ask all students, including high school students, to bring their supplies in their

backpacks. As with everything, this will continue to be re-evaluated.

Absences and Appointments

This is one area that we will need a lot of support from parents on. In the past, appointments have been made during the school day. Students are pulled out for the appointment and then brought back to school after. While this is necessary for specialist appointments and such, there are many that can be and should be scheduled outside of the school day or on a day off for students.

Extra-curricular Activities

We value all Extra-Curricular Activities from our many clubs and organizations to our fine arts performances and sports. [Alberta Education](#), Alberta Health, and other partners such as the Alberta School Athletics Association, are working together to explore the possibility of supporting extracurricular activities at school. At this time, all Clearview extracurricular Athletics and Fine Arts performances are suspended as they monitor re-entry. This will be re-evaluated in October and on an ongoing basis as needed. We will continue to monitor the safety risks around these activities, and take recommendations from Alberta Health Services and our partners regarding the safe relaunch of these activities.

Field Trips

For the most part, field trips (off-site activities) will not be permitted, as the direction from the government is to avoid activities that require bus transportation. Additionally, we are concerned about taking students to other environments away from the school building where we are taking steps to mitigate the spread of the virus.

We are awaiting direction and guidance from the Alberta government and from the Alberta Schools' Athletic Association (ASAA) with respect to extracurricular sports. Once we receive this direction, the superintendents of the school divisions in our region will come together to discuss how/if extracurricular sports will proceed.

In the fall, Clearview facilities will be closed to usage by outside groups and extracurricular activities to minimize risk of exposure for staff and students, and to assist our custodial staff to do the cleaning that was not completed during the school day as we have shifted many of our custodians from evening to day shifts to do frequent cleaning of the high touch areas in the schools.

Food Handling

The following protocols are in place for food handling in schools, which is consistent with provincial public-health guidelines.

- No sharing of food between students or staff.
- No sharing of utensils, dishes or drink containers.

- No snacks or treats sent into classrooms for special occasions.
- Thoroughly clean lunch items—containers, utensils, packaging—before sending to school.
- Students, in Grades 7 to Grade 12, have a designated spot to eat snacks and lunch.
- All snacks and lunches are kept with the student’s belongings
- Each individual must properly dispose of their own recycling, wrappers and food waste.
- Use of vending machines is allowed
- Microwaves will not be used
- Practice good hand hygiene before and after eating
- Practice physical distancing, whenever possible.
- Practice respiratory etiquette.

Breakfast for Learning

Our Breakfast for Learning Program will run, but in a modified way. We believe that a healthy breakfast is essential for all students and are pleased to continue to offer this service to our families.

Suspended Food Services

- Activities involving food sharing are suspended.
- Hot-lunch service is suspended—a program prepared and distributed by volunteers.
- The sending of snacks or treats into classrooms for special occasions is suspended.
- Lunch drop-off—dropping a lunch for a student or lunch delivery order—is suspended. If a student forgets a lunch, the school will contact the family to make appropriate arrangements.

School Cafeterias

Wm. E. Hay Stettler Secondary Campus prides itself in offering a cafeteria that is run by Mr. Huo and the Sr. Culinary Arts students. Our Food Service Establishment, like all others, must follow the Alberta Health restaurant guidance. It will take time for our staff and students to learn the protocols and discuss how to work within these guidelines to offer service to our students. We have also been in contact with AHS to have staff support us in this process. Our cafeteria will not be open for the start of the school year.

When open, the cafeteria must follow the Alberta Health [restaurant guidance posted here](#). Schools will implement processes to reduce the numbers of students dining together at one time:

- Remove/rearrange dining tables to maintain physical distancing.
- Place tape or other markings on floors to maintain a physical distance of two metres.
- Adapt other areas to serve as additional dining space to increase spacing among persons in the same room.
- Cafeterias will not use buffets. They will offer pre-packaged meals or meals served by staff.
- Dispense cutlery, napkins and other items to students rather than allowing them to pick up their own items.

- Condiments and spices must be individually packaged.

Before/After School Classes

WEHSSC prides itself on offering morning and evening classes and will continue to run some of these programs. These programs will adhere to all of the same protocols and cleaning that are outlined in this document.

Washrooms

Regular washroom access is maintained for students while schools put measures in place to attempt to reduce the number of students using a washroom at any one time. Washroom capacity will be posted. If a washroom is at capacity students will be expected to wait, while practicing physical distancing from each other. Washrooms will receive enhanced cleaning throughout the day. Signage illustrating washing hands and physical distancing will be posted in each washroom.

Please note that while lockers are not available for use, students are able to take their backpacks into the washroom with them.

Graduation

As with each year, we are committed to providing students with an excellent graduation opportunity. As with any year, grad planning and conversations will not begin until Semester Two.

Shared School Technology

WEHSSC is proud to have a 1:1 ratio of chromebooks from grade 7-9. That means that students will have the same chromebook for the day. We are currently purchasing additional technology to get our high school closer to a 1:1. That being said, we will not be quite at that point for the fall. If your high school child does have a device appropriate for school work, they are welcome and encouraged to bring it to school to reduce the number of school chromebooks needed.

Devices will be cleaned after each individual's use.

We would also like to remind you of the chromebook purchase program through Clearview Public Schools as an affordable option to purchase a personal chromebook, if you are interested. This is not required by any means, but if you are interested, please check out the [Chromebook Parent Purchase Program](#) on Clearview Public Schools website.

Practice Fire Drills, Lockdown, and Hold & Secure

WEHSSC administration has reviewed current processes to determine if changes need to occur due to COVID-19 safety guidelines. These drills are critical for us to practice. Please note that we may take the opportunity to practice these during the staggered start days.

Transportation

Clearview Public Schools Busing Guidelines

The main objective of the Clearview's Transportation Services department is to ensure that students are transported to and from school safely. We rely on students' behavior to ensure the safety of all students on the bus. It is necessary to establish general rules to set a standard to judge acceptable behavior on the bus and to ensure those rules are followed for student safety. The school bus is considered an extension of the classroom and, therefore, classroom conduct is to be observed at all times. The bus driver is responsible for the students on their bus and must, therefore, receive the respect, consideration and cooperation of each student.

Your bus driver will notify you of any specific rules on their bus outside these guidelines.

Please see Clearview Public School's Re-Entry Handbook for more information on Transportation.

Students will be allowed to eat a snack in their last period class prior to going on the bus as no eating is allowed on the bus.

Conclusion

Please note, as the COVID-19 pandemic evolves, so will our plans for school re-entry. This is a dynamic and changing document, so please check back often for updates. All updates will be in **ORANGE.**

We appreciate your continued support, patience and understanding as we move forward with our plans for re-entry and the 2020-2021 school year, and we can't wait to have our students and staff back in the classroom!

If you have any questions, at any point, feel free to contact the school, or send your questions to us using the Google Form included in this [Q&A Document](#).

References

- [COVID-19 Information: Guidance for School Re-entry – Scenario 1](#)
- [COVID-19 Information: Guidance for School Re-entry – Scenario 2](#)
- [Alberta Education: 2020-21 School Re-entry Plan](#)
- [Implementing School Re-Entry Guidance - August 20, 2020](#)
- [Covid-19 Alberta Health Daily Checklist](#)
- Permission from Red Deer Public to modify their handbook

- Other provincial school divisions handbooks

Phase 1 -

No Cafeteria
Limited Locker Room Access
No Extra-Curricular
No Lockers
Virtual Meetings between parents and school
Virtual School Council Meetings
No Multigroup/large group gatherings

Phase 2 -

Limited Cafeteria Service
Locker Access
Physically Distanced Locker Room Access
Extra-Curricular guided by ASAA, Alberta Education and Alberta Health Services Guidelines
In-person Meetings
Face-to-Face School Council Meetings
Assemblies/Large group gatherings

