



**School Relaunch Guidelines
Parent Communication**

Friday, August 21st, 2020

On July 21, the government of Alberta announced that all schools across the province will be in [Scenario 1](#) for the 2020-21 school year. This means all Foothills School Division (FSD) schools will be open for full time in-person classes.

While FSD will begin the year in Scenario 1, it is possible that we may have to transition between scenarios during the school year. Public health officials will work with school authorities to make the decision to transition to partial in-class learning or at-home learning based on multiple factors including the number of COVID-19 cases in a zone or a school and the risk of ongoing transmission.

Any changes to the school relaunch scenario will be determined by Alberta Health and Alberta Education with information on local school-based and zone information. We will remain in communication with the Alberta government and will continue to follow their advice.

Your family has a choice on how your child will continue their education for the 2020-21 school year under Scenario 1. We are providing the below information to assist you in this decision. All FSD schools will follow the [FSD 2020-21 School Relaunch Handbook](#) as they prepare for Scenario 1. Highlights of the School Relaunch Handbook include:

Division-Wide Health Measures

Before School

Families must screen each student for symptoms of COVID-19 as well as influenza and the common cold. Staff and students are required to complete the [Government of Alberta's COVID-19 screening questionnaire daily](#). Students and staff who have COVID-19 symptoms will not be allowed to enter the school, they must stay home and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

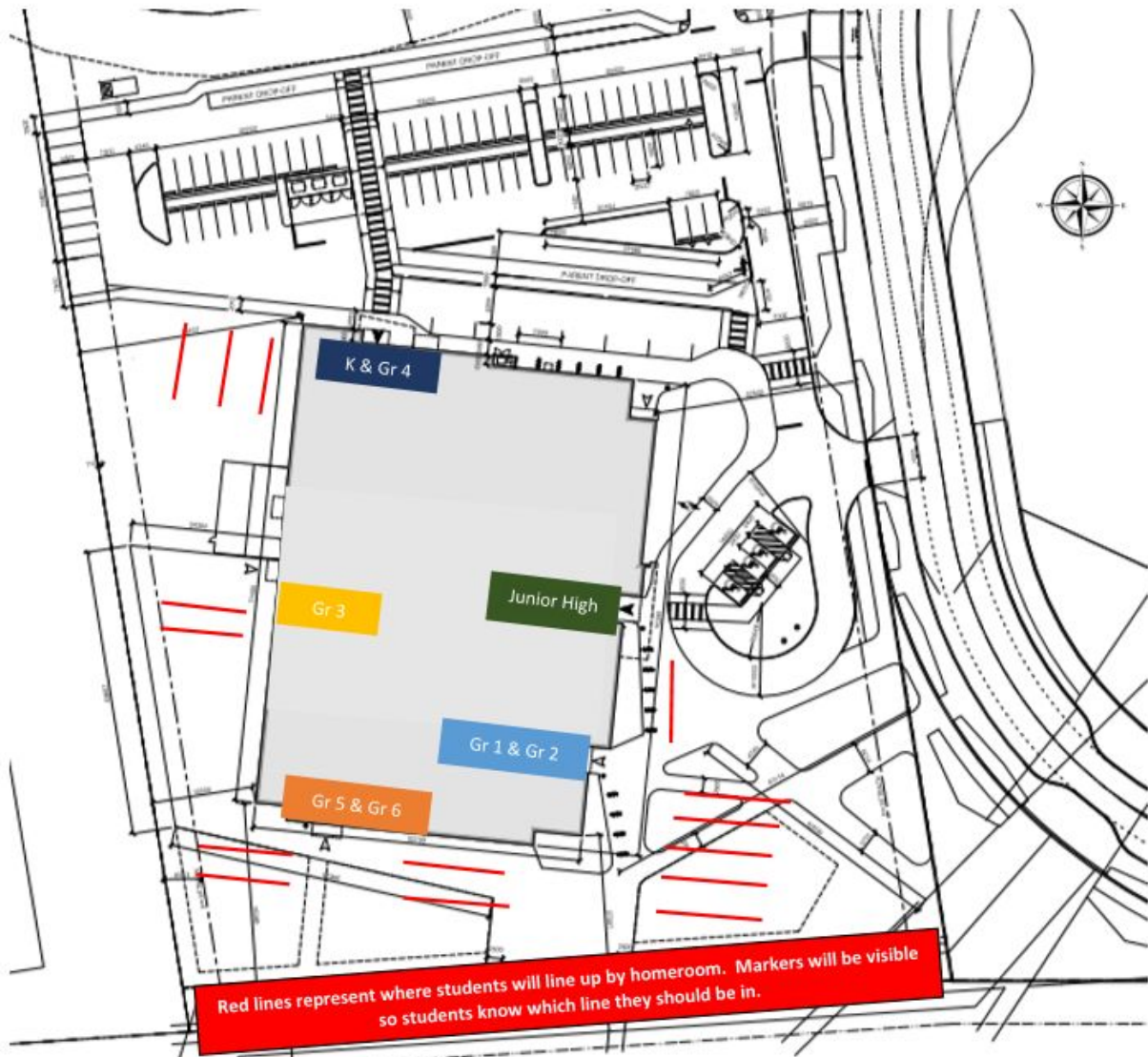
On the School Bus

- Students with symptoms must remain at home and not board the school bus.
- Families are encouraged to have alternate transportation plans in place. Routes may be cancelled with short notice as part of the FSD COVID-19 Response.
- Students in Grades 4 to 12 will be required to wear masks. Younger students are being asked to wear masks if possible.
- Once on the bus, students will have an assigned seat. Students from the same house will sit together.
- Each bus will be cleaned twice daily.

- The Province is encouraging parents who can provide transportation to do so. This will allow school divisions to reduce numbers on buses, assisting with physical distancing and other health measures.

Arriving at School

- Students will have an assigned door they must use to enter and exit the school. When they arrive at school, students will go to an area outside their door and wait. Staff will be outside to remind kids to distance.
- Students in Grades 4-12 must wear masks before entering the school and when within a common area. Students may also be asked to wear masks within the classroom when physical distancing is not possible. If a student arrives without a mask they will be provided with one.
 - Students in Kindergarten to Grade 3 are encouraged to wear masks if they are able to do so.
- **Parents are asked to stay in their vehicles when dropping their children off at school unless they have a Specialized Parking Pass.**
 - Those parents who have a specialized parking pass will meet their designated faculty member outside of the school at the front doors.
- Adults will be required to schedule an appointment before entering the building.
- **At Meadow Ridge School:**
 - Parents who are dropping off their child at school will need to drop them off in the north parking lot and not on the street or the bus loop.
 - Students are required to enter the appropriate doors based on their grade level.
 - Kindergarten & Grade 4 - North doors by parking lot
 - Grade 1 & 2 - Far east doors (same as last year)
 - Grade 3 - West doors (same as last year)
 - Grade 5 & 6 - South doors (same as last year)
 - Junior High - main front doors (same as last year)
 - Students K-6 line up with their homeroom class making sure to physically distance.
 - See detailed expectations under “School Arrival/Dismissal” (p.8)
 - Please refer to the map provided on page 4 to see where your child (K-6) will line up and which doors they enter and exit.
 - Red lines on the map indicate the approximate location where students will line up. Signs will be visible for students so they will know where their class lines up.



In the Classroom

- Students will have assigned seating in each class.
- Teachers will design learning that reduces the need to share materials. If materials are shared they will be cleaned and disinfected after each use.
- Staff are encouraged to teach outside when possible, therefore, students should always come to school with appropriate clothing to spend time outdoors during the day.
- Students and staff may be involved in regularly cleaning personal equipment along with desks and tables.

- Due to the size of spaces, we will not be able to physically distance at all times within the school. We will do our best to physically distance where possible:
 - **Meadow Ridge** has mostly tables in Learning Studios. Therefore, Foothills School Division is providing partitions that will be placed between students.
 - To promote further physical distancing, we are purchasing alternate seating which will allow students to spread out within the classroom and Meadows.
 - Collaborative learning spaces, including the Learning Commons, will tentatively be used to support physical distancing.
 - When collaborating in groups, students will be required to wear masks, have partitions between them or be physically distanced from each other.
- With masks being optional in Div 1, we will develop structures to teach students how to physically distance. We will also develop a culture of mask wearing in a positive nature so students feel safe and welcomed within the school.
- We will minimize student movement between classes as much as possible; however, students will still move for some classes such as PE and Options for Junior High.

Recess

- Students will stay with their classes for recess.
- Recess may be staggered throughout the day to allow for more space between students.
- **At Meadow Ridge:**
 - We will discuss how to best structure recess as a faculty to ensure outdoor play promotes safety, physical distancing and cohorting. Play areas will include the new field to the west. Some areas may need to be closed such as the Merry-Go-Round or have strict guidelines. This will be communicated with parents once decisions have been finalized.
 - Clubs will continue to be offered; however, the number of participants will be limited in order to accommodate physical distancing where possible.
 - For school start up, organized games where students are in close proximity, such as mini-sticks, will not be permitted. This will be reviewed once students become familiar with and follow new routines based on AHS requirements.
 - Gr 7 - 9 will have their 10 minute morning break within the classroom with the teacher supervising.

Lunch

- It is highly recommended that parents send their child to school with a water bottle that can be refilled.
- Families should send student food in clean containers with their own utensils. Students will not be allowed to share utensils, dishes, and water bottles or drink containers.
Teachers will not be able to provide plastic utensils to students.
- **Students will be expected to pack-in and pack-out all food each day.**

- All students will have to wash or sanitize their hands before and after eating.
- **Microwaves are not available. Please do not send food that needs to be cooked or reheated. Microwave popcorn is not permitted.**
- Students **cannot** order food to be delivered to the school.
- Students remain with their class while eating lunch.
- All food served at schools will be in pre-packaged portions; shared condiments will not be allowed. Reminder that teachers should not assist students with opening containers, yogurt tubes, etc; please ensure your child is self-sufficient with these.
- Lunch times will be staggered as much as possible to keep students distanced.

Throughout the Day

- Locker use will be minimized for student use to aid in hallway traffic flow and to assist with physical distancing. Cube storage (cubbies) will remain open for jackets/boots only with staggered procedures in place.
- There will be posters and other visual cues to remind students to properly distance while in the hallways. Use of common areas will be limited.
- Staff will move throughout the school as much as possible to prevent students from having to switch classes. Students will be organized into smaller groups (cohorts) that remain with one another as much as possible.
- To reduce the number of cohorts across Foothills School Division, at this time all extra-curricular activities remain cancelled. This includes school sports and league & exhibition play (pending further review of current provincial guidelines).
- **At Meadow Ridge:**
 - Hallways will be treated as two-way directional traffic. Arrows will be visible on the floor to direct traffic flow.
 - Locker use will be minimized for student use to aid in hallway traffic flow and to assist with physical distancing. Cube storage (cubbies) will remain open for jackets/boots only with staggered procedures in place.
 - We encourage students to travel lightly and bring what is a necessity for day to day.
 - Students K-6 will continue to have individual plastic bins within their learning studio where smaller supplies will be stored. Teachers will provide more information on what this will look like in individual studios.
 - In Junior High, teachers will do their best to provide storage within the studio for storing binders.
 - For Junior High, options will continue to be offered. In order to successfully cohort, student choice will be limited and we have had to cancel option choices from the spring based upon new AHS information. Grade 7 students will be cohorted by homeroom and will be assigned to options throughout the 2020-2021 year. Grade 8 and 9 students will be cohorted by grade level (a grade 8 cohort and grade 9 cohort) and given a choice between two different options for

Monday/Wednesday and a choice from two different options for Tuesday/Thursday.

Enhanced Cleaning

- Throughout the day, custodians will clean and disinfect the school with a focus on high touch surfaces.
- After school, custodians will follow an enhanced daily cleaning protocol.

Illness Response

If a student develops symptoms while at the school, they will be provided a mask and will be isolated from other students. **Parents will be notified to pick up their child immediately (within one hour).** Please ensure the school has an updated emergency contact listed for your child(ren) in the event you are unable to pick up your child within that time frame.

Confirmed Cases of COVID-19

If there are cases of COVID-19 identified within school settings, the Alberta Health Services (AHS) Zone Medical Officer of Health team will work directly with Foothills School Division to provide follow-up recommendations.

We respect the privacy and confidentiality of personal information and personal health information. Information will be shared on a need to know basis and at the direction of Alberta Health Services. Wherever possible AHS will communicate directly to individuals potentially affected by exposure.

Transportation Eligibility

- **School bus transportation will be available to eligible No Fee students only.** No Fee Transportation includes students registered in Foothills School Division and attending a school within their designated attendance boundary or students directed to a school outside their attendance boundary school for regional programs (such as French Immersion and Inclusive Learning programs). In both situations, families qualify for transportation based on the following conditions:
 - Students whose residence (home address) is 2.4 kilometres or further from their designated school; or
 - Students in kindergarten to grade 3 whose residence (home address) is 1.6 kilometres or further from their designated school and who do not have an older sibling to walk with.

- FSD will be unable to provide transportation for unqualified families during the 2020-21 school year. School bus transportation will not be available to User Pay students in accordance with provincial protocols designed to limit student cohort sizes. This includes students whose residence (home address) is closer to their designated school than the distances outlined above, school families who decide to send their children to an FSD school of choice outside their designated boundary, and guest riders.

Meadow Ridge School Health Measures

Staggered Entry

- We want to do our very best to ensure your child feels connected to the school, their teacher, and their peers. In order to do this, we are planning a staggered entry for the start of the school year. This will allow students to attend one full day in a small group. This provides the teacher more time to focus on the individual needs of each student while preparing them for the changes they will experience with School Relaunch.
- **Students will be divided alphabetically by last names. An email will be sent home next week confirming their homeroom teacher, Learning Studio number and staggered entry date.**
- **Staggered days will be as follows:**
 - August 31 Operations day - no students at school while teachers prepare and learn the new expectations
 - September 1 - $\frac{1}{3}$ of student population based on last name.
 - September 2 - Next $\frac{1}{3}$ of student population.
 - September 3 - Last $\frac{1}{3}$ of student population.
 - September 4 - Operations day - no students at school; faculty will assess the procedures and protocols and plan for any necessary adjustments.
 - September 8 - All students attend school

School Arrival / Dismissal

- **For students arriving/leaving by bus:**
 - When busses arrive at Meadow Ridge in the morning, drivers will direct students on how to exit the bus safely (row by row). They are required to physically distance when exiting the bus.

For students arriving/leaving by parent vehicle:

- Parents are asked to stay in their vehicles when dropping their children off at school.

- Students wait in the vehicle until 8:20 when there is teacher supervision to remind students to physically distance.

For all elementary students:

- Supervision will be provided to help remind students of these safety measures and to physically distance. Until morning routines are well established, we will use pylons or chalk to help direct students to the proper place.
- Students will walk to their assigned grade level area and be expected to physically distance while they wait.
- At 8:25, a bell will ring which signals for students to line up by class. Students will be expected to physically distance while in line and when entering the school.
- The teacher on supervision will guide students into the building to support physically distancing.
- If the bus arrives after students have entered the school, students may enter the appropriate grade level door on their own. When doing so, we continue to expect them to physically distance.
- All students Grade 4 - 9 must put on their mask prior to entering the building.
- **If a student forgets their mask, they need to enter the front doors by the office where they will receive a disposable mask.**

For all Junior High students:

- Grade 7 - 9 will begin staggered entry at 8:20 through the front doors.
- Students will need to put on their mask before entering the building.
- Admin will allow small groups in at a time to avoid congestion in the front foyer and boot room. When students are waiting, they will be asked to line up away from the front doors in order to avoid congestion at the entrance.
- Students will need to go immediately to the assigned space (most likely their homeroom) to wait until school begins.
- If students arrive at school after 8:20, they can join the line and wait their turn to come in. If there is not a line, they can enter on their own ensuring they can physically distance while in the foyer and boot room.

For ALL students:

- Sanitize hands upon entry to the school using the sanitizer located at each boot room.
- Ensure they physically distance from others regardless of after school cohorts.
- At the end of the day, students /sanitize hands.
- We will have a staggered dismissal beginning at 3:05 with bus students. More information will be provided once faculty have met to discuss.
- At the end of the day, exit the building immediately. Go to the appropriate location (bus, parent vehicle or walk home).
- Students are required to enter and exit the appropriate doors based on their grade level.

- Kindergarten & Grade 4 - North doors by parking lot
- Grade 1 & 2 - Far east doors (same as last year)
- Grade 3 - West doors (same as last year)
- Grade 5 & 6 - South doors (same as last year)
- Junior High - main front doors (same as last year)

Visitors to the School

- In the initial stages of school relaunch, parent volunteers and non-essential visitors will be limited and may only enter the building with advance permission from the school. Please email the school at meadowridge@fsd38.ab.ca to make an appointment.
- When accessing the school, visitors must pass a health assessment, wear a mask, and sanitize their hands upon entry.

School Supplies

- Students will be asked to label their personal items and not share.
- All students in Grades 4 to 12 must have a clean reusable cloth or disposable mask with them as part of their supplies each day.
- Students in Grades 4 to 12 will be provided with two reusable cloth masks prior to school restart.
- Students should bring their own filled water bottle to school each day (please label with name).
- At Meadow Ridge, we encourage students to bring their own electronic devices to limit sharing supplies with others. Please see the purchase plan at: <https://sites.google.com/gm.fsd38.ab.ca/foothillsschooldivision/home> This is a Foothill School Division sponsored purchasing plan; however, families **do not** need to purchase a device OR purchase one from this specific plan.
- You can find the complete supply list at [:https://meadowridge.fsd38.ab.ca/view.php?action=object&id=10405&stream=News](https://meadowridge.fsd38.ab.ca/view.php?action=object&id=10405&stream=News)

Food & Nutrition

- Students are responsible for opening all containers and packages in their lunch. Please do not send anything in your child's lunch that they cannot easily open themselves and avoid items that need to be microwaved.
- Lunch protocols - K - 6 will have a reverse lunch (go outside first, then eat after). Junior High will eat first and then go outside.
- Nutrition program - We plan to continue to have a breakfast/snack program. Food will be individually packaged and no sharing of food for safety reasons.

- Hot lunch program - We plan to continue to have a hot lunch program. This, of course, is dependent on parent volunteers, who will need to adhere to the health screening process each time they are volunteering at the school
- Cafeteria - There is no cafeteria to buy lunch.
- The vending machine will be in order once expectations are laid out and understood by students. Sanitizer will be available at the vending machine and it will be cleaned regularly.
- Friday pizza days are postponed until further notice.

Next Steps for Families

- Don't forget to complete the FSD School Relaunch Survey. A unique link was emailed to each family on Friday August 14th. If you have not received your survey link, please contact records@fsd38.ab.ca. **It is important that every family complete the survey to indicate your child(ren) will be returning to in-person full time learning or full-time Hub@Home online learning.**
- Confirm your contact information is accurate, including emergency contact info, by contacting the school at meadowridge@fsd38.ab.ca