St. Marguerite Catholic School
Re-Entry Plan: August 2020

SCHOOL INFORMATION
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SCHOOL THEME
Respond to God’s Word with Love
This is my commandment, that you love one another as I have loved you.
(John 15.12)

Contents
Principal Message P.2
Parent Survey P.3
General Building Safety P.3
Daily Screening P.4
Cohorts P.4
Recess P.5
Staggered Entry P.5
Volunteers and Visitors P.6
Masks P.6
Arrival /Departure from School P.7
Illness & Assemblies, P.8
Extra-Curricular and Food P.8
Student Services/Wellness P.9

Staggered Entry Schedule for Gr. 1-4
August 31: Students with last names starting with the letters A-F attend for the full day.
September 1: Students with last names starting with the letters G-M attend for the full day.
September 2: Students with last names starting with the letters N-Z attend for the full day.
September 3 & 4: All students attend full days.

Kindergarten Students
Kindergarten teachers will be contacting parents regarding their schedule for a staggered entry.
Families of St. Marguerite Catholic School,

Welcome to the 2020-2021 school year! I hope you have had an enjoyable summer. This is my first year as principal at St. Marguerite School and I am looking forward to meeting the students and their families as we work together to provide a positive learning environment rooted in our Catholic faith. Looking back over the past six months, our school communities have responded to sudden and significant changes and challenges. I am proud of our resilience both as a community of faith and a community of teachers and learners. I want to assure you that the safety, well-being and educational needs of our students is our top priority.

Following the guidance from the Minister of Education and Alberta Health Services, Evergreen Catholic School Division released its Re-entry Plan on August 6th (updated on August 13th). The Re-entry Plan strives to ensure the safety of all students and staff, while mitigating the risks and challenges of the Covid-19 Pandemic. As such, St. Marguerite Catholic School’s Re-Entry Plan aligns with Evergreen CSSD’s aim to ensure the smoothest possible start to the 2020-2021 school year. As we prepare to welcome students back to school, the staff at St. Marguerite continue to keep the safety, learning, and well-being of students at the forefront of our planning.

Please take the time to read through this important information about St. Marguerite’s new school protocols and routines, communication from your child’s teacher, and a staggered entry process for the first week of school. It is important to understand that these routines and procedures will remain fluid and flexible to respond to changes that may need to take place due to challenges that may arise. Parents will be informed of any changes or adjustments that are made.

I understand that this school year will be new for all of us and that some children and their families may have some reservations about returning to school. If you need support or clarification, please do not hesitate to email me at cschiiler@ecsrd.ca or call me at the school. Mrs. Rebecca Laarz is our Inclusive Education Coordinator and School Counsellor who will also be available to support students and families. She can be reached at rlaarz@ecsrd.ca.

On behalf of the staff at St. Marguerite, I would like to thank you for entrusting your children into our care and for your faith, trust and commitment to the mission of St. Marguerite Catholic School.

God Bless,
Cathy Schiiler
Principal
On August 13, parents received an email from our ECSSD Division Office with a Re-Entry Update and Parent Survey Link. Thank you to all those families who responded as the information provided helps us to plan and organize our classes and our staffing needs. If you did not have a chance to complete the survey you can expect a call from the St. Marguerite office to confirm your child’s learning stance for September.

**General Building Safety**

The school has been thoroughly cleaned, disinfected and prepared for students and staff to return for the new school year. All students and staff of St. Marguerite’s have a responsibility to assist the safety of our school community. Routines and expectations to maintain the health and safety of all students and staff include:

- Students will be expected to practice proper hand hygiene upon entering the school, before and after eating, using the washroom, the playground and equipment. Hand sanitizer stations will be located throughout the school.
- Water fountains will be closed with the exceptions of water bottle filling stations. **We ask that students bring their own water bottles.**
- High touch areas will be cleaned and disinfected frequently (washroom door handles and fixtures, water bottle filling stations, entrance and exit doors).
- No non-essential persons are allowed into the school. School doors will remain locked during the day. Only staff, students and pre-approved guests will be allowed entry.
- Parents are key partners in their child’s education. Parents are encouraged to make phone or online appointments with school staff rather than in person visits to the school.
- **Morning Bus Arrival and Drop-Off** – When students arrive (by bus or vehicle), they will come directly into the school via designated grade level entryways where a staff member will welcome and direct them. Teachers will be at classrooms as students arrive in the morning. **Students arriving by vehicle can be dropped off between 8:15 – 8:30 am during our morning supervision. Parents cannot bring students to school prior to 8:15 am.**
- **Hallways** - All hallways will be marked with a centerline and directional arrows for students to use for flow of traffic. Students and staff will use the rules of the road by walking on the right-hand side of the hallway.
- The library learning commons will be closed. Books will be available to students through their classroom library. St. Marguerite School will also have subscriptions to digital reading resources. Your teacher will give you instructions for access to the digital resources.
Daily Screening

- All parents will be expected to use the Daily Health Assessment for their children (Daily Screening Questionnaire for Students) each day prior to sending their children to school. Do not send your child to school if they are sick.
- School staff will also complete the Daily Health Assessment.
- Anyone who is sick will not be allowed at school. Staff or students who report symptoms will be directed to stay home, seek health care advice as appropriate (eg, call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the AHS Online Self-Assessment tool to determine if they should be tested (Alberta Online Self-Assessment Tool).
- As per the Government of Alberta guidelines, St. Marguerite office staff will send out a student medical verification form to update or verify pre-existing medical conditions such as asthma or allergies that are similar to the symptoms of COVID-19. This would be considered baseline information. The guidance that Alberta Education and the Chief Medical Officer of Health have provided us addresses children with known pre-existing conditions.

"Students should be tested at least once before returning to school and have a negative COVID-19 test result to confirm that COVID-19 is not the source of their symptoms. These symptoms would be their baseline health status. As long as the cough or runny nose is always the same and does not get worse, the student may attend school. Talk to your school about your child’s pre-existing medical condition so the school may keep a confidential record of this condition."

Cohorts

As per direction from Alberta Education and Evergreen CSSD, each homeroom class at St. Marguerite will be treated as a cohort. Students learning in cohorts will assist in limiting the number of contacts students have and will also assist public health officials in their efforts to trace contacts and contain a COVID-19 outbreak, should there be one in the school community. In our effort to maintain cohorts, St. Marguerite will have the following daily routines and procedures established to reduce the number of close contacts as well as to maintain physical distancing as much as possible:

- All members of the school community are encouraged to physically distance as much as is practicable. Classrooms will be arranged to promote physical distancing as much as possible.
- Each homeroom cohort will be assigned a designated door to use when entering and exiting the school. These areas will be monitored by staff to ensure physical distancing and hand hygiene.
- Lockers - Lockers will be used for storage of students’ outdoor clothing and will only be accessed by students at the beginning and end of the day and at recess times. Staff will arrange routines for safe, distanced locker use for students.
- Lunch - All students will eat in their homeroom classroom.
- Gym - Physical education classes will take place outside when the weather permits. Indoor physical education classes will take place in the gym. Activities that limit the use of shared equipment will be planned.
- Music - Students will continue to have Music instruction. Activities will include music appreciation, playing percussion instruments and activities that meet Alberta Health guidelines.
Recess

- Staggered lunch and recess times will occur. This allows for fewer homeroom cohorts to be outside at one time.
- Each class will be designated a zone on the school yard for their recess play. Students are required to stay with their homeroom cohort in their designated zone. Classes will rotate through the zones on a weekly basis.
- Our daily schedule will provide for a 15-minute morning recess and a 30-minute afternoon outdoor recess for students.

Staggered Entry

We understand that many students are feeling unsure about returning to school. The first day of school is often a busy and sometimes overwhelming experience for students. To alleviate some of the fears about what to expect during those first days back at school, we have established a staggered entry for the first 3 days of school. A staggered entry will allow smaller groups of students to return at one time, allowing teachers to instruct and practice the new routines of the classroom and school with smaller groups of students.

Your child’s teacher will contact you between Thursday, August 27th and Friday, August 28th to introduce themselves, explain the staggered entry process including the outside designated area where your child will meet their teacher, and answer any questions you may have.

When your child comes to school on their scheduled staggered entry time, their teacher will meet them in a predetermined area outside, walk them to their assigned door, and take them to their classroom. Parents are welcome to accompany their children to school during that time, however parents will not be able to enter the school.

Staggered Entry Schedule:

- **Monday, August 31st** – Students with last names starting with letters of A-F attend full day
- **Tuesday, September 1st** – Students with last names starting with letters of G-M attend full day
- **Wednesday, September 2nd** – Students with last names starting with the letters of N-Z attend full day
- **Thursday, September 3rd** – All students attend full day
- **Friday, September 4th** – All students attend full day

**Note - This schedule may vary depending on information gathered from the Parent Survey.**
Volunteers and Visitors

COVID-19 Visitor Log

There will be no non-essential persons allowed in the school. All school doors will remain locked throughout the day. When a parent or visitor enters the school with an established appointment, they will be asked to use the Self-Screening Tool before entering. If a visitor or parent answers YES to any of the questions, they will not be permitted to enter the school. Upon entry, the parent or visitor must wear a mask, hand sanitize and then report directly to the school office to check in and sign the visitor log. From there, they will be directed to the person with whom they are meeting. A record (sign in) of all visitors must be kept, and must include the first and last name of the visitor, the person with whom they are meeting, and the time of arrival and departure.

Volunteers

At this time, we are unable to allow volunteers in schools, including parent volunteers. We value the support that volunteers provide us, however this is an effort to maintain cohort integrity and promote physical distancing. We hope to be able to welcome parent volunteers at a later date.

Parents are key partners in their child’s education and we value the relationship between parents/families and the school. We encourage parents to make phone or online appointments with school staff rather than in person visits to the school.

Masks

The guidance from the Chief Medical Officer indicates students in Grades 4 - 12 and all school staff will be mandated to wear masks.

- At St. Marguerite, Grade 4 students will be required to wear masks as will all school staff. Alberta Education will be providing two reusable masks for each Grade 4 student and for staff members.

- Masks are particularly recommended in circumstances where there is prolonged close contact (greater than 15 minutes) and distance of two metres cannot be maintained. In these circumstances particularly in classrooms and hallways, Grade 4 students will be asked to wear a mask.

- Kindergarten to Grade 3 students who are physically, medically or developmentally able to wear a mask are encouraged to do so. Alberta Education will also be providing two reusable masks for Kindergarten to Grade 3 students.
Arriving at School

Students will have access to the school starting at 8:15 AM. This allows time for school staff to be outside and inside entrances to remind students of health requirements and to help students keep an appropriate distance from each other. Please do not send or drop off your child earlier than 8:15 as all doors will be locked and there is no outside supervision until 8:15.

- students go directly to their assigned door
- follow physical distancing guidelines to stay at least two metres apart
- line up when it is time to enter the school, following physical distancing guidelines, and wait for staff to bring them into the school
- Practice proper hand hygiene upon entering the school
- 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 pre-book an appointment with the school office. Individuals without an appointment will not be able to enter the school.

St. Marguerite may develop staggered entry schedules if needed to limit how many students enter the school at once. This schedule may be slightly different from the regular bell schedule.

End of the Day Dismissal

St. Marguerite may develop slightly staggered dismissal times, where feasible, to allow students the opportunity to exit the building without the entire school population dismissing simultaneously. Such factors as age, bussing, and weather will certainly factor into these strategies.

A reminder that parents waiting for their children to be dismissed are asked to wait outside the school, and to park only in designated areas.

We will share more details on a staggered arrival and dismissal time, if implemented.
SHOULD YOUR CHILD BECOME ILL AT SCHOOL

All parents are expected to use the Daily Health Assessment each day prior to sending their children to school. **Do not send your child to school if they are sick.** Should your child exhibit signs of illness at school, they will be moved to a designated private area in the school. Your child will remain there with a staff member while parents/caregivers are notified and advised to pick up their child. **Please ensure that your emergency contact information is up-to-date with your child’s homeroom teacher and the office** in the event that parents cannot be reached. Should a student become ill, a parent/caregiver or emergency contact must pick up the student within the hour.

Staff supervising symptomatic students will:

- Keep all other staff out of the designated quarantine area
- Provide the student with a face mask, provided that the student can wear it safely
- Wear recommended PPE
- Use strict hand-washing techniques
- Maintain physical distancing

**Assemblies & Celebrations**

Assemblies and celebrations will be conducted in homeroom cohort groups or virtually within the school to adhere to appropriate physical distancing requirements. Cohort integrity is the priority focus when determining whether assembling students is required.

**Athletics and Extracurricular Activities**

At this time, athletics and extracurricular activities including field trips are suspended. These activities frequently involve travel, close contact, and lack of cohort integrity. Further direction is expected on this aspect of school operations.

During the day, students will be provided access to the school yard and playground equipment in a manner that supports cohort integrity and the maintenance of physical distancing. As mentioned, this will include such strategies as staggered recesses, zones of play, and schedules for equipment access. Students will be expected to wash their hands using proper hand hygiene both before and after using playground equipment.

**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 special days, and teachers will not hand out food or treats in the classroom. Potluck events, Meet the Teacher barbecues, milk program, Hot Lunch and special lunch days (e.g. Fun Lunch, hot dog day) are all postponed at this time.
Evergreen Catholic School Division is committed to having a Counsellor and Inclusive Education Coordinator in every school. The counsellors work as an integral part of the Student Services team, which includes the Inclusive Education Coordinator and the school administrators, to implement many important supports for Evergreen students. The role of the Inclusive Education Coordinator is to ensure that all students have the supports and accommodations they require in order to successfully achieve their full potential. With collaboration between parents, teachers, counsellors, family school liaison worker, administration, and outside agencies, students may be supported in a variety of ways.

Please contact our school counselor and Inclusive Education Coordinator, Mrs. Rebecca Laarz by phone or email at rlaarz@ecsrd.ca for more information about counselling services inclusion and programs offered at St. Marguerite.

**Wellness Resources for Parents**

Check out this link for sessions, online resources, and activities to help parents guide wellness at home.

https://sites.google.com/ecsrd.ca/evergreencatholicschoolsparent/home

For additional supports, parents can also access:

- **Mental Health Helpline:** Phone: 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 www.Kidshelphone.ca Text CONNECT to 686868

- **Health Link:** Phone: 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 24 hour availability, 7 days a week, or chat online at Hope For Wellness.**