

Success for All Students



***EDUCATING OUR LYNX FOR THE
FUTURE!***

**Coalhurst Elementary School
Re-entry
Parent Handbook
2020-2021**

Coalhurst Elementary School Re-entry Parent Handbook

Preamble:

CES is committed to providing a safe and caring learning environment for all students, staff, and community members. Covid-19 has presented many challenges and we are responding by developing a plan under the direction of Alberta Health Services, Alberta Education, and Palliser School Division.

This handbook will act as a supplement to Palliser's School Guidance Re-entry Plan containing information that is specific to the context of our school. It is expected that this document will change as our responses to Covid-19 change. Please refer to the following websites for ongoing up-to-date information and procedures:

Alberta Education: [2020-2021 School Re-entry Plan](#)

Alberta Education: [Guidance for School Re-entry Scenario 1](#)

Palliser School Division: [School Guidance Re-entry Plan](#)

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Coalhurst Elementary School Re-entry Summary

Follow Expert Advice

Wear Masks

- Where physical distancing is not available (not mandated in the classroom)
- Required for grade 3-6, pre-K-2 optional
- Staff and all guests
- All students in 3-6 must wear a mask into the school in the morning and when exiting at the end of the day



*Exceptions may be made and approved by school administration

Manage Illness

- Students and staff will go home when feeling ill
- Return to school is **STRICTLY** based on following AHS protocols



Keep the Virus Out

Screening

- Follow AHS screening protocols **BEFORE** attending



Student Arrival, Entry, and Exit

- Designated arrival times, door entry/exit
- Student drop-off outside at designated locations by class with teachers/staff present



Parents/Guests in the Building

- By appointment or administration approval
- Front entry only



Prevent the Spread

Cleaning and Handwashing

- Regular cleaning of high traffic and high risk areas
- Handwashing upon entry/exit and before higher risk activities
- Washrooms have a maximum of three students at a time



Physical Distancing

- Practice physical distancing appropriate to the limitations of the school



Movement of Students

- Right hand movement - Think "Rules of the Road!"



Cohorts

- Students remain within their cohorts (limited to 2 classes)
- Cohorts are pairs of classes attending PE and recess together



Lunch and Eating

- Eliminate sharing food and practice food etiquette
- No use of microwaves in the classrooms
- Temporarily pause the nutrition program until guidelines are set



Classrooms

- Desks spread to allow for physical distancing



Playgrounds

- Open for play!



Recesses

- Staggered and students are with their cohort classes rotating on playgrounds



Note for Parents

CES is employing a staggered entry for the start of the year to assist staff and students to go through protocols and to help support students at a much more personal level.

CES teachers will be calling all parents to inform them of their designated staggered entry date on either September 2 or 3. Regular classes start on September 4 for all students in grades 1-6. Kindergarten and preschool will start on September 8 and further details will be communicated by the respective teachers.

Note that class changes have taken place. Some teachers have been moved to new assignments and therefore some students will have teachers who are different from those indicated in the spring. Due to tight timelines we will be unable to accommodate further class change requests.

School tours for new students will take place on Tuesday, September 1st by appointment. Please bring masks.

Before, During, and After School Summary

Before School

1. All students must clear Covid-19 screening protocol prior to coming to school. This is a parental responsibility.
2. School administrators are on the playground at 8:15 am - one out front and one out back.
3. Students should not arrive prior to 8:15 am.
4. Teachers will be outside at 8:20 am. Students may play on the playground until 8:20 am. A bell will ring at 8:20 am. Students in the **BLUE** team are required to line-up. **BLUE** team classes include: Mr. Brinkman (½), Mrs. Eichhorn (½), Mrs. Berberich (¾), Mrs. Somerville (¾), Mrs. Dennahower (⅙), and Mrs. McIntyre (⅙). Kindergarten will also enter at 8:25 am.
5. At 8:25 am the **BLUE** team students will enter the building with their teachers.
6. At 8:25 am the **RED** team students will line up behind the appropriate **BLUE** team students. **RED** team classes include: Mrs. Shephard (½), Mrs. Moncrieff (½), Mrs. Lenz (½), Mrs. Anderson (¾), Mrs. Miers (¾), Mrs. Thomas (⅙).
7. At 8:30 am the **RED** team students will enter the building (once the hallways are cleared) with their teachers.
8. Students arriving late after outside doors are locked must report to the front entry.

During School

1. Upon entering the building students will be required to sanitize their hands and if they are in grades 3-6 they must wear a mask.
2. Students will enter the classroom after putting away their backpacks.
3. Students may remove their masks once in the classroom and once physically distanced - teachers will use their judgment to determine physical distancing.
4. Students in grades 3-6 must wear their masks while in the hallways.
5. Washrooms are limited to 3 students.
6. **BLUE** team and **RED** team will have different, staggered recesses.
7. Lunch and snacks should not require a microwave.
8. Regular hand washing will be encouraged and supported by teachers.
9. Parents are unable to enter the building during the day. Those wishing to enter must call the office and arrange entry with school administration or office staff.

After School

1. At 3:22 pm all bus students will be dismissed and will leave using their doors.
2. At 3:27 pm all **BLUE** team classes will leave the school and go to their designated dismissal locations. Teachers will then dismiss students to go home or to their parents depending on circumstances. For parents picking up multiple children a good practice is to choose a meeting point on the school grounds.
3. At 3:32 pm all **RED** team classes will leave the school and go to their designated dismissal locations. Teachers will then dismiss students to go home or to their parents depending on circumstances. For parents picking up multiple children a good practice is to choose a meeting point on the school grounds.
4. Students are not permitted to linger on the school grounds after school. They must go home. Should they choose to return they may do so.
5. School administrators are on supervision until 3:45 pm. One administrator will be in the front and the other towards the back.

1. Follow Expert Advice

Personal Protective Equipment

Please review [Palliser School Guidance Re-entry Plan](#) (page 2) for more details.

CES will have digital thermometers available in the office.

Masks

Please review [Palliser School Guidance Re-entry Plan](#) (page 2) for more details.

Links:

Alberta Government: [Wearing of Masks](#)

Students and Masks

1. CES runs multiage classrooms of grades 3/4, therefore, we are asking that all students in grades 3-6 wear non-medical masks where physical distancing cannot be maintained including in common areas, hallways, and on buses.
2. Students in preschool to grade 2 may choose to wear masks.
3. Masks are not mandatory in classrooms where physical distancing can be maintained. This scenario is highly contextual and will be based on class sizes and number of students. Teachers should consult with school administrators to use professional judgement as to whether masks are necessary in the classroom. Some classrooms within the school may require masks while others may not.
4. Exemptions for students in grades 3-6 may be made if students or staff are unable to wear a mask due to medical or other circumstances. A medical note **must** be provided to school administration.
5. Students are not expected to wear masks at recess but may choose to do so.
6. Staff will provide education to students during their staggered entry with the appropriate use of masks in their context.
7. Students should never share masks.
8. Two masks are being provided for each student by the Alberta government, however, it is highly recommended that parents provide an appropriate number of masks for their children as needed due to their likelihood to lose or damage their masks.
9. Parents should place their child's name on their masks.
10. **Parents are responsible for sending their child with a clean mask each day.**

Staff and Masks

1. Masks are not mandatory in classrooms where physical distancing can be maintained. This scenario is highly contextual and will be based on class sizes and number of students. Teachers should consult with school administrators to use professional judgement as to whether masks are necessary in the classroom. Some classrooms within the school may require masks while others may not.
2. Face shields are provided but they do not replace masks.
3. Teachers must develop a system for supporting students with the use of their masks including the storage of masks while not in use.

Parents and Guests and Masks

All parents and guests entering CES must wear a mask for the duration of their time in the school. Exceptions may be made for anyone who has a medical condition. Medical evidence to support an exemption must be presented to school administration prior to entering the building.

Positive Covid-19 Diagnosis

Please review [Palliser School Guidance Re-entry Plan](#) (page 2/3) for more details.

Mandatory Isolation Requirements

Please review [Palliser School Guidance Re-entry Plan](#) (page 3/4) for more details.

Student Illness at CES

It is important to note that students who are feeling ill must be relocated to the office and their parents/guardians/emergency contacts will be called. Students will be required to be picked up and parents are expected to follow the procedures laid out in the Palliser School Guidance Re-entry Plan.

Once in the office students may be directed to the infirmary. The infirmary and office furniture will be sterilized after each use.

2. Keep the Virus Out

Screening Protocols

Please review [Palliser School Guidance Re-entry Plan](#) (page 4) for more details.

Please use the following [Screening Questionnaire](#).

Student Arrival

CES is using a staggered entry and exit. Students are expected to line up in their classes outside the appropriate door. Each door will be signed with the teachers' names, arrival times, and other information.

Students should not be coming to school early. School administrators begin general playground supervision at 8:15 am and other teacher supervisors will begin at 8:20 and 8:25. Students arriving after classes have been admitted must report to the office through the front entry. Students must make every effort to be at school on time.

If a class is not ready to enter the building and another class is waiting, the classes will patiently wait in their designated locations until the previous class has entered and a teacher or other staff member has given permission to enter. Hallways must be cleared before subsequent classes are permitted.

Students arriving after the entry of their class and after the doors are locked must report to the front entry. A staff member will support students to get to their classrooms.

Students will be dismissed outside this year from a designated location on the playground with their teachers. Parents should arrange for a predetermined meeting point on the playground after school.

Green Team				
Entry Time	Exit Time	Door	Teacher	Grade Level
8:40 am	11:30 am	#3	Mrs. Lemke	Preschool
12:20 pm	3:10 pm	#3	Mrs. Lemke	Preschool
8:25 am	11:30 am	#1	Mrs. Fender	Kindergarten
12:20 pm	3:25 pm	#1	Mrs. Fender	Kindergarten

Blue Team				
Entry Time	Exit Time	Door	Teacher	Grade Level
8:25 am	3:27 pm	#3	Mrs. Eichhorn	Grade 1/2
8:25 am	3:27 pm	#3	Mr. Brinkman	Grade 1/2
8:25 am	3:27 pm	#2	Mrs. Berberich	Grade 3/4
8:25 am	3:27 pm	#4	Mrs. Dennahower	Grade 5/6
8:25 am	3:27 pm	#5	Mrs. Sommerville	Grade 3/4
8:25 am	3:27 pm	#6	Mrs. McIntyre	Grade 5/6

Red Team				
Entry Time	Exit Time	Door	Teacher	Grade Level
8:30 am	3:32 pm	#2	Mrs. Shephard	Grade 1/2
8:30 am	3:32 pm	#2	Mrs. Moncrieff	Grade 1/2
8:30 am	3:32 pm	#3	Mrs. Lenz	Grade 1/2
8:30 am	3:32 pm	#4	Mrs. Anderson	Grade 3/4
8:30 am	3:32 pm	#5	Mrs. Miers	Grade 3/4
8:30 am	3:32 pm	#6	Mrs. Thomas	Grade 5/6

Visitors and Access to Schools

Please review [Palliser School Guidance Re-entry Plan](#) (page 7) for more details.

At CES visitors must follow the guidelines as indicated below:

- Visitors wishing to meet with school staff in the school must be approved by school staff after following school screening protocols.
- Visitors must call the office (403) 381-3330 to arrange entrance to the building. Visitors must sign in at the office.
- Parents will be permitted to enter the school with their children during the staggered entry (September 2-4 and kindergarten staggered entry). At this time all parents must sanitize their hands and must wear a mask unless otherwise approved by the administration. Parents must remain in the classrooms physically distanced from other children. One parent per child is permitted during the staggered entry days.
- During regular days of school (after September 3) parents should **have an agreed upon pick-up point on or outside the school grounds.**
- Teachers will escort their classes outside their exit doors and release children from a designated dismissal location.

Entering and Exiting CES

Please review [Palliser School Guidance Re-entry Plan](#) (page 7) for more details.

All staff and students will enter the building on the right hand side and exit on the right hand side.

Signs are posted on each door to indicate the location of each classroom entry and exit. Students must wait in their physically distanced line ups until they may enter or exit the building.

People exiting the school have the right of way over people entering the school.

Anyone entering the school must wash their hands at the designated locations. Hand sanitizing stations are set up at each exterior door. Those who have difficulty with hand sanitizer will wash their hands in a designated sink using soap and water.

Bus students will leave from their doors at 3:22 pm on Monday to Thursday and 12:05 on Fridays. Younger students may need a staff escort to the bus from their doors. Teachers should arrange this with appropriate staff or speak with Mrs. Low.

All other students exiting the school must leave with their teachers and will be dismissed from the outside designated areas.

Staff or Students Who Become Symptomatic at School

Please review [Palliser School Guidance Re-entry Plan](#) (page 7) for more details.

Staff or Students Returning to School After Illness or a Positive Covid-19 Diagnosis

Please review [Palliser School Guidance Re-entry Plan](#) (page 9) for more details.

Students and Staff with Pre-Existing Conditions

Please review [Palliser School Guidance Re-entry Plan](#) (page 10) for more details.

3. Prevent the Spread

Cleaning of Schools

Please review [Palliser School Guidance Re-entry Plan](#) (page 11) for more details.

Handwashing

Please review [Palliser School Guidance Re-entry Plan](#) (page 13) for more details.

Students, staff, and guests are required to wash their hands when entering and exiting CES.

Students at CES will also wash their hands prior to and after using PE equipment, Chromebooks, and other frequently shared supplies.

Teachers will provide instruction on the appropriate use of hand sanitizer.

Respiratory Etiquette

Please review [Palliser School Guidance Re-entry Plan](#) (page 13) for more details.

Physical Distancing

Please review [Palliser School Guidance Re-entry Plan](#) (page 13) for more details.

Movement of Students

Staff and students at CES will follow the “rules of the road” by walking on the right hand side of the hallways. Anyone exiting the school will use the right door and will have right of way over anyone entering the school.

At CES all staff and students in grades 3-6 shall wear masks in the hallways. Teachers will work with their students to determine how to best manage mask use and storage.

CES students will be dismissed from the school outside in a designated area. Parents may pick up their children from these designated areas or children may head home directly once dismissed by the teacher depending on parental preferences.

Cohorts

Please review [Palliser School Guidance Re-entry Plan](#) (page 15) for more details.

CES cohorts will share recesses and certain PE periods. Teachers may teach students within the cohorts. With a few exceptions there will not be significant teaching outside of cohorts.

Cohorted classes are as follows:

Grade ½ Eichhorn and Grade ½ Brinkman
Grade ½ Lenz and Grade ½ Shephard
Grade ½ Moncrieff
Grade ¾ Sommerville and Grade ¾ Miers
Grade ¾ Berberich and Grade ¾ Anderson
Grade ⅘ Dennahower and Grade ⅘ McIntyre
Grade ⅘ Thomas

Lunch and Snacks

Please review [Palliser School Guidance Re-entry Plan](#) (page 15) for more details.

CES will once again be running our nutrition program, however, all food items will be individually packed. There shall be no sharing of food items. Students will eat in their own classrooms.

Nutrition Program

We will not be starting up our nutrition program at the start of the year. However, we do anticipate being able to run our nutrition program sometime in the earlier stages of the school year.

Classrooms

Please review [Palliser School Guidance Re-entry Plan](#) (page 16) for more details.

The sensory rooms are available for students on a very limited basis while we ensure proper sanitization after each usage. Students will be referred on a case-by-case basis.

All classrooms are to be decluttered with as much room for physical distancing as possible.

Microwaves are not permitted. Fridges are not permitted at this time.

Washrooms

Washrooms will be limited to three students at a time. Students waiting for a washroom will wait in a line-up outside the washroom.

Water Fountains and Bottles

Please review [Palliser School Guidance Re-entry Plan](#) (page 17) for more details.

CES students are encouraged to bring their own filled water bottles. They may also fill their bottles in the water filling station or classroom sinks.

CES has shut off water in the remaining water fountains.

Playgrounds and Recesses

Please review [Palliser School Guidance Re-entry Plan](#) (page 18) for more details.

CES students will rotate around the three main areas of the playground during the day.

Morning Recess:	Grade 1/2s - front playground Grade 3/4s- back playground Grade 5/6s - soccer field
Lunch Recess:	Grade 1/2s - back playground Grade 3/4s- soccer field Grade 5/6s - front playground
Afternoon Recess:	Grade 1/2s - soccer field Grade 3/4s- front playground Grade 5/6s - back playground

Cohorted classes will be on the playground at the same time.

If there is a bottleneck of students going out for recess and students coming in for recess the students leaving the school will have the right of way.

Students entering from recess should line up in their designated locations until their supervisor walks them into the school.

August 28, 2020

Extracurricular Activities and Field Trips

Please review [Palliser School Guidance Re-entry Plan](#) (page 18) for more details.

All CES extracurricular activities are temporarily cancelled until further notice. Field trips are also cancelled until further permission is granted.

Town walks are permitted if there is a signed General Field Trip Form signed and if parents are given notice in advance.