

# **MMH 2020/2021 Back to School Information**



## **MMH 2020/2021 School Information**

Welcome back MMH families! We are thrilled to have you back at school and look forward to connecting with you in person once again.

Please find important information for the 2020/2021 school year included within this handbook. Regular updates on protocols will be communicated in accordance with Lethbridge School Division and Alberta Health Service guidelines. If you have questions or require clarification, please contact the office at 403-381-2211.

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### Classroom Teacher 2020/2021

Your child's classroom teacher will be communicated to you on **Wednesday, August 26<sup>th</sup>**. You will receive an email or phone call notification from your child's teacher for the 2020/21 school year. Please help your child to remember the name of their teacher so staff can help direct students to the proper meeting location on the first day of school (more info. on meeting locations below).

Please be aware that MMH has had to re-assign some teachers to cover online learning for the 2020/21 school year (Mrs. Brunner, Mrs. Neeve and Mrs. Byce (Rawson)). While these teachers will still work from our building, they will not teach students physically present at MMH.

### **September 1<sup>st</sup> & 2<sup>nd</sup> Staggered Entry for Grades 1-5 at MMH**

All schools in Lethbridge School Division will be staggering the entry of students to their buildings over the first two days of school. Staggered entry and dismissal at MMH will look as follows for grades 1-5. ***Kindergarten students will follow staggered entry times communicated in June.*** Further communication for Kindergarten parents to come.

<b>Tuesday, September 1st</b>	<b>Drop Off Times</b>	<b>Pick Up Times</b>
Last names <b>A-F</b>	8:15 a.m.	3:05 p.m.
Last names <b>G-M</b>	8:30 a.m.	3:15 p.m.

<b>Wednesday, September 2nd</b>	<b>Drop Off Times</b>	<b>Pick Up Times</b>
Last names <b>N-R</b>	8:15 a.m.	3:05 p.m.
Last names <b>S-Z</b>	8:30 a.m.	3:15 p.m.

### **First Day of School - Student Drop off and Teacher Location**

- Students can be dropped off or walked to the **north parking lot**
- Staff will be available on the parking lot sidewalk to direct students to their designated entry zone
- The teacher will be waiting at the designated entry zone and their name and grade level will be posted at this entrance
- You may walk your child to their designated entry zone, but you will not be permitted into the school as per Lethbridge School Division guidelines
- Students in grades 4 & 5 **must** wear a mask before entering the school
- It is **highly recommended** that students in grades 1-3 wear a mask before entering the school and in common areas
- Please limit conversation with your child's teacher as he/she will be focused on ensuring proper safety protocols are modelled and followed by students. A mode of teacher communication and introduction will occur at a later date

### **First Day of School - Student Dismissal**

- Students will be dismissed according to the times above. They will exit the same door that was entered in the morning. You are welcome to meet your child outside their designated exterior door while maintaining physical distancing
- **Grade one students:** The teacher or a school staff member will accompany grade one students outside until they are picked up by a sibling and/or parent **on the first day of school**. Pick up location will be near the exterior door they entered in the morning

### **Drop off and Pick up Times Beginning September 3<sup>rd</sup>**

The following chart outlines drop off and pick up times that are to be followed for the **remainder of the school year** unless otherwise stated. Please respect these times so parking is less congested and physical distancing of students can occur.

<b>Monday – Thursday beginning Thursday, Sept. 3<sup>rd</sup></b>	<b>Drop Off Bell Times</b>	<b>Pick Up Bell Times</b>
<b>Last Names A-K</b>	8:20 a.m.	3:10 p.m.
<b>Last Names L-Z</b>	8:25 a.m.	3:15 p.m.

<b>Fridays – beginning Friday, Sept. 4<sup>th</sup></b>	<b>Drop Off Bell Times</b>	<b>Pick Up Bell Times</b>
<b>Last Names A-K</b>	8:20 a.m.	11:25 a.m.
<b>Last Names L-Z</b>	8:25 a.m.	11:30 a.m.

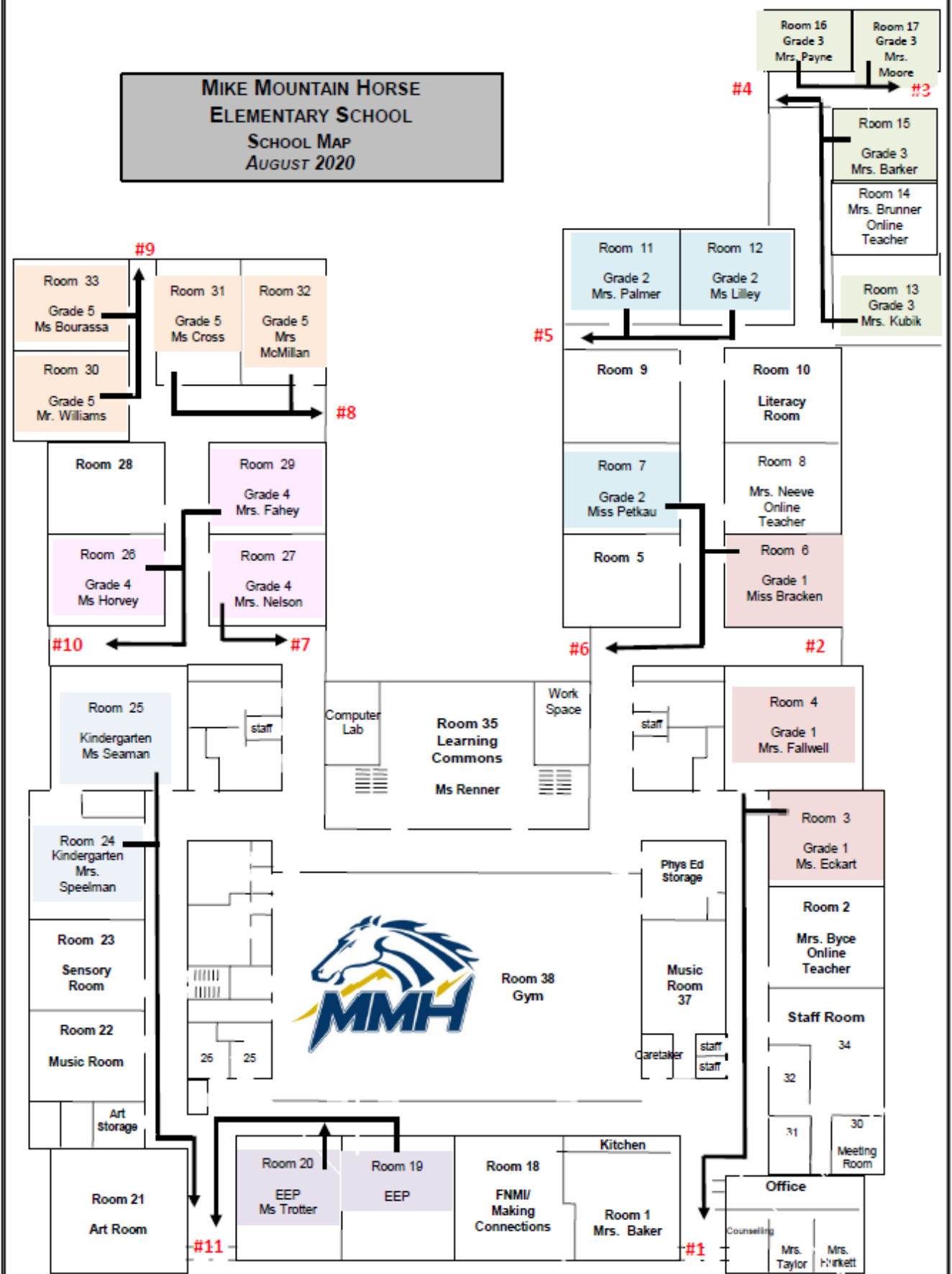
***\*A map of classroom entry and exit points can be found on the following page\****

### **Attendance Procedures for School and At Home Learning**

If your child will be late or absent from school, please call SafeArrival **(1-866-879-1041)** before 8:25 a.m. If you miss the 8:25 a.m. deadline do not call the school. Please wait until the SafeArrival System contacts you to excuse the absence or late. Report half day absences as late arrivals.

Students who have opted for “At-Home” learning will have attendance taken by their online teacher each morning and afternoon. Absences and lates must still be reported to SafeArrival.

**MIKE MOUNTAIN HORSE  
ELEMENTARY SCHOOL**  
SCHOOL MAP  
AUGUST 2020



### **Parent Communication and Meetings**

MMH takes pride in our relationships with parents and the school community. We plan to effectively communicate while following the parameters in place for restrictions on school visitations which are listed below:

- The division is restricting all non-essential visitations
- All exterior doors will remain locked throughout the day
- An intercom at the front entry of the school will be available if a parent or community member needs office staff to attend to them (ex. if a parent needs their child for an appointment, lunch drop off, etc.)
- Parents/guardians can enter the school if they are required to do so for a **pre-scheduled** meeting. The self-screening tool (see following page) must be used prior to entering the school and school hand hygiene and mask protocols must be followed

Please stay tuned for updated information on our school website, email, school messenger and classroom websites. You are always welcome to connect with school administration if you have questions or concerns. Erin Hurkett and Kerry Taylor can be reached at **403-381-2211**.

### **Symptom Screening and Stay-at-Home Policy**

- Before leaving home, staff, students, **pre-approved** visitors and volunteers who will access the school for work or education must self-screen for symptoms each day using the AHS Self Screening Tool (see following page)
- There will be a strict stay at home policy for any students or staff with COVID-19 symptoms
- Signs will be posted reminding persons not to enter if they have COVID-19 symptoms

### **Responding to Illness at School**

- If a student develops symptoms while at school, the student will be asked to wear a mask and will be isolated in our infirmary
- The parent/guardian will be notified to come and pick up the student **immediately**
- The student will be encouraged to access COVID-19 testing by accessing the AHS Online Testing tool
- All items the student touched/used will be cleaned and disinfected
- The school will keep a record of a student's known pre-existing conditions. If a student develops symptoms in or outside of school that could be caused by COVID-19 or by a known pre-existing condition (allergies), the student should be tested for COVID-19 at least once
- If a student or staff members receives a confirmed diagnosis of COVID-19, the school will follow AHS guidelines for investigation, notification and appropriate follow through



## Lethbridge School Division

### Screening Questionnaire

**STAFF/PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE TO DECIDE IF THE STAFF MEMBER OR STUDENT SHOULD ATTEND SCHOOL**

#### Risk Assessment: Initial Screening Questions

1.	Do you, or your child is attending the program, have any of the below symptoms:	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close <u>unprotected</u> * contact (face-to-face contact within 2 meters) with someone who has travelled outside of Canada in the last 14 days and who is ill?	YES	NO
4.	Have you/your child been in close <u>unprotected</u> contact in the last 14 days with someone who is ill (symptomatic of COVID-19)?	YES	NO
5.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

\* "unprotected" means close contact without appropriate personal protective equipment (PPE).

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time.

If you have answered "No" to all the above questions, you may attend school.

Update from June 22 2020

## **Physical Distancing**

MMH will put in place practices to enforce social distancing, which will include the following:

- Hallway markers to direct traffic flow
- Markers for line up in common areas and office
- Markers for students near classroom doors
- Markers for school bus line up
- A formal seating plan will be developed to minimize student contact as much as possible (2 metre distancing will be unrealistic due to average class sizes of 22 students/class at MMH)
- Parents will be encouraged to remain in vehicles while dropping off and picking up students

## **Mask Use**

- The Alberta government will provide K-12 students with two reusable masks (delivery date unknown at this time)
- The Division is also requesting K-12 students add masks to their school supplies
- All grades 4-5 students **must** wear masks in common areas (hallways, Learning Commons, office, etc.) and at times when physical distancing cannot be practiced. The average size of classes at MMH is 22 students/class, therefore physical distancing is unrealistic, and students will be asked to wear masks while in class to begin the school year
- Grades K-3 students will be **encouraged** to wear masks in common areas and at times when physical distancing cannot be practiced (ex. small group instruction, 1:1 support with the teacher, etc.)
- Exceptions to mask usage may be extended to students with exceptional or medical needs
- Mask usage will be reviewed as students and teachers establish routines, along with further guidance from the school division and Alberta Health Services

## **Student Cohorts**

- The classroom that your child is placed within will be their cohort for the school year. This means that your child will only partake in activities with students in their classroom both inside of school and during recess
- Students will stay within their classroom for all activities except for PE and recess. Library books will be brought to classrooms and left untouched for several days upon their return. Music and art classes will be taught within their own classroom as well. Music will not entail the use of wind instruments or singing, but other musical elements of the curriculum
- Nutrition breaks (snacks and lunch) along with recess will be staggered throughout the school so intermingling with other cohorts does not occur

- Recess will occur by grade level and each classroom cohort will be designated their own area on the playground
- The computer lab will be utilized by students in K-3, however, only one classroom cohort/week will gain access and each student will be assigned a particular computer that will be sanitized after each use

### **Nutrition Breaks**

- Nutrition breaks (snacks and lunch) along with recess will be staggered throughout the school so intermingling with other cohorts does not occur
- Desks will be cleaned and disinfected before and after eating
- Hand sanitization will occur before and after eating
- Snack and lunch items that can be recycled (ex. juice boxes, plastic bags, etc.) must be replaced in lunch bags and returned home
- Snack and lunch items cannot be shared between students and food packaging should be easy for your child to open independently

### **Hand Hygiene**

- Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom
- Sanitization stations will be located at each entrance and within each classroom and school office, along with AHS “How to Use Alcohol-based Hand Rub” signage
- Students are welcome to bring hand sanitizer from home that contains at least 60% alcohol
- Proper hand washing technique will be taught and required while using the washroom
- Hand washing signage will be posted throughout the school and in all washrooms

### **Enhanced Cleaning**

- Enhanced cleaning protocols have been instituted to ensure common areas and frequently touched areas such as railings, doorknobs, washrooms, and fountains are cleaned multiple times throughout the day
- Classrooms will have wipes and disinfecting spray bottles to clean and disinfect shared materials and high touch areas throughout the day
- Washrooms will have a checklist posted to note the date and time the washroom was cleaned and sanitized which will occur multiple times throughout the day

### **Restricted Activities and Items**

- School assemblies and large student gatherings will not occur at this time
- Extra-curricular programs, clubs and field trips will not be running at this time
- Items from home such as stuffies, blankets, toys, etc. will not be permitted at this time

### **Bus Students**

- Students will have assigned seating and a record of the seating plan will be kept
- Masks are mandatory on school buses as per The City of Lethbridge bylaw

### **Student Compliance with Protocols**

An educational approach will be taken with students who demonstrate non-compliance with safety protocols. The approach may include the following:

- Reminders of school safety rules and expectations
- 1:1 conversation between the student and classroom teacher
- Communication between teacher and parents
- Persistent non-compliance will be referred to administration and further parental involvement may be necessary
- At home learning may be recommended for students who are unable to follow safety protocols