

MMH 2021/2022 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 2021/2022 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 by **Thursday, August 26th**. You will receive an email or phone call notification from your child's teacher for the 2021/21 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).

August 31st & September 1st Staggered Entry for Grades K-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 K-5.

Tuesday, August 31st	Drop Off Times	Pick Up Times
Last names A-M	7:55 a.m.	2:55 p.m.

Wednesday, September 1st	Drop Off Times	Pick Up Times
Last names N-Z	7:55 a.m.	2:55 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 door 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
- **ALL** students are **expected** to wear masks when entering the school and in all common areas. Masks are not necessary outside.
- 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 3rd

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.

Monday – Thursday beginning Thursday, Sept. 3rd	Drop Off Bell Times	Pick Up Bell Times
Last Names A-K	8:00 a.m.	2:50 p.m.
Last Names L-Z	8:05 a.m.	2:55 p.m.

Fridays – beginning Friday, Sept. 4th	Drop Off Bell Times	Pick Up Bell Times
Last Names A-K	8:00 a.m.	11:25 a.m.
Last Names L-Z	8:05 a.m.	11:30 a.m.

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

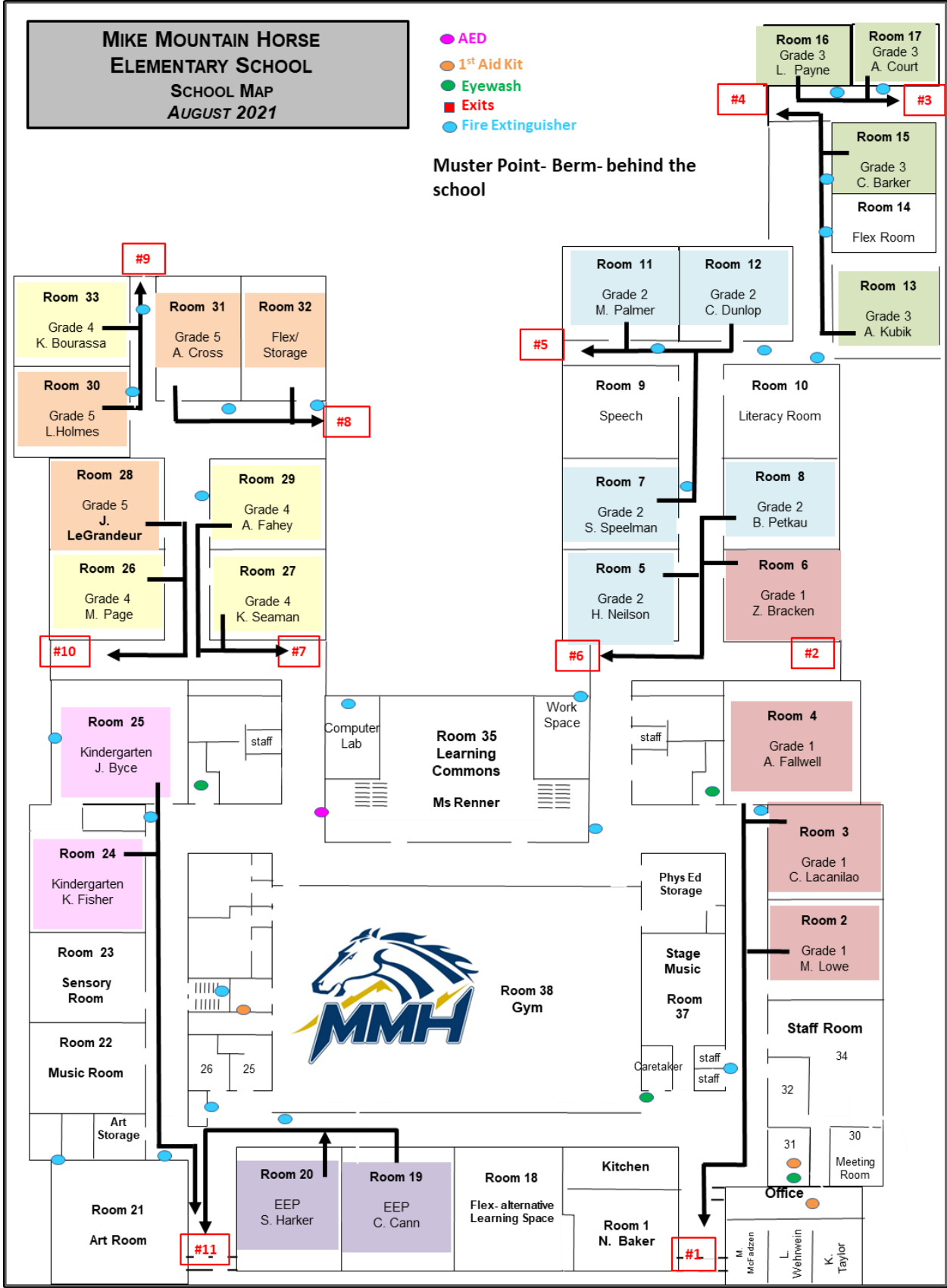
Attendance Procedures for School and At Home Learning

If your child will be late or absent from school, please call SafeArrival (**1-866-879-1041**) before 8:15 a.m. If you miss the 8:15 a.m. deadline do not call the school. Please wait until the SafeArrival System contacts you to excuse the absence or late.

**MIKE MOUNTAIN HORSE
ELEMENTARY SCHOOL
SCHOOL MAP
AUGUST 2021**

- AED
- 1st Aid Kit
- Eyewash
- Exits
- Fire Extinguisher

Muster Point- Berm- behind the school



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 visitors must have a scheduled appointment.
- 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. Kerry Taylor or Lindsay Wehrwein 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 are still expected to self-screen for symptoms each day using the AHS Self Screening Tool
- 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/family will be encouraged to access COVID-19 testing
- All items the student touched/used will be cleaned and disinfected
- 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
- See Lethbridge School Division Re-entry Plan more in formation

Physical Distancing

MMH will put in place practices to encourage physical distancing, which will include the following:

- Reminders of traffic flow in hallways
- Staff will model and instruct students for line up procedures (outside, hallways, common spaces)
- Staff will model and instruct students for bus line up
- A seating plans 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 (it will be imperative for parents to follow designated drop off and pick up times)

Mask Use

- **All** students are **expected** to wear masks in all common areas of the school. Students are recommended but will not be required to wear masks in their classrooms. They are not required to wear masks in the gym or outside
- 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 primary cohort for the school year. This means that your child will partake in activities with students in their classroom. There are times when 2 classes may join to create a secondary cohort. These secondary cohort will remain consistent throughout the year
- Students will have access to the Learning Commons, Computer Lab and Music room
- Nutrition breaks (snacks and lunch) will be by grade level and will remain cohorted by class
- Recess will occur by division level (K-2 and 3-5) and each grade level will be designated their own area on the playground

Nutrition Breaks

- Nutrition breaks (snacks and lunch) along with recess will be divided – K-2 and 3-5
- 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 provincial mandate

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