



Calgary Christian School

Elementary Parent/Student Handbook Covid 19 Appendix Information 2020 – 2021

Elementary Campus
Kindergarten – Grade 6

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CALGARY CHRISTIAN SCHOOL - ELEMENTARY CAMPUS

Just as Covid 19 has altered many aspects of our work and home lives, so it has caused many changes to be made to the day to day aspects of school at the elementary campus for the 2020-21 school year.

A few items to note:

We are hosting a staggered entry for students in grade 1-6 classes on September 2 and 3, with all students attending on Friday, September 4. Children in Kindergarten already have a slightly longer staggered entry process. This is to more effectively teach the children about the many changes to the different aspects of school this year (many of these changes are detailed in the pages below). Students in the first half of respective alphabetical (by last name) grade 1-6 class lists will attend Wednesday, September 2, and in the second half on Thursday, September 3. K-6 teacher welcome letters sent out to families on August 24 will also specify which students will attend on which day.

In order to accommodate changes in scheduling to allow for increased connection with remote learners, we will have a noon dismissal on Fridays.

Please read through this document, including the options at the bottom for In-school learning vs. Remote-learning and then complete [THIS SURVEY](#) so we can plan accordingly.

We are starting the school year in Scenario 1, but may be required by AHS (Alberta Health Services) to switch to Scenario 2 or even 3 at some point or points during the school year. Below are pertinent documents and changes specific to the school year under Scenario 1. The documents are applicable to all schools in Alberta; they have served as the templates for how changes will be implemented at CCES. How changes are implemented will vary somewhat from school to school in Alberta. We ask that parents exercise patience and understanding as, guided by AHS and Alberta Education, we navigate the changes required in this truly unprecedented school year.

Thank you,
Mike Thiesen
CCES Principal

Monique Wagner
CCES Vice Principal

Alberta Education Documents

2020-21 School Re-entry Plan

<https://open.alberta.ca/dataset/a3910dd5-d52f-4a7d-821f-a381002419e9/resource/d50970dc-e060-4470-9f7b-0028ff362136/download/edc-covid-2020-2021-school-re-entry-plan-update-2020-07-21.pdf>

- This document gives an overview of the whole re-entry process.

Back to Class for 2020-21

https://open.alberta.ca/dataset/da414fca-01d3-4578-bb34-51b58b4cf945/resource/35d087fd-071c-4929-ba54-f49f30d29e92/download/edc-covid-get-facts-back-to-class-for-2020-21-faq_v3.pdf

- Please note that as of August 4, 2020, students in grades 4-12 will be required to wear masks in classes. Students in K-3 may wear masks, but are not required to do so. Staff members will wear masks, except for in some very specific situations.

Parents Guide to 2020-21 School Year

<https://open.alberta.ca/dataset/ee687c03-af4e-4e08-9a5c-2b913ebdf31b/resource/b843cc75-d224-4cb3-b9b6-5e6eebad7bbb/download/edc-covid-parents-guide-2020-21-school-year.pdf>

- Of note is that as far as possible schools will be cohorting. In elementary schools this means that within the school building students will remain for the most part with their grade level classroom teacher and peers.

Guidance for School Re-Entry Scenario 1

<https://open.alberta.ca/dataset/3bc9f561-36aa-4ac8-8e73-afce55227c05/resource/1b341a44-1906-4c62-8acf-6f0500cc0102/download/edc-covid-guidance-school-re-entry-scenario-1-update-2020-07-21.pdf>

- Of particular importance in this document is the Screening Questionnaire on page 14, which parents/guardians must use daily with each of their children to decide if they will attend school that day.
- Should students exhibit symptoms, or answer YES to any of the questions, parents will be required by Alberta Education & AHS to keep the student home from school.
- Should a child exhibit symptoms during the school day, parents or the emergency contact will be called and they will be **required** to pick up the child.

An Outline of the School Day

Below various aspects of the school day will be addressed as they reflect changes due to Covid 19. Please note that not every detail of the school day will be addressed. For example, there will be enhanced cleaning procedures implemented, with a custodian now

assigned to the elementary campus during the school day. Not every aspect of the enhanced cleaning procedures will be detailed below. Such information is available, however, from the Society office.

Arrival at School

- School drop off time will be from 8:15 to 8:35 a.m. Students may enter the building when they arrive within that time.
- Students will be taught to maintain physical distancing when entering and exiting the school building. Markers on the pavement by the entrances will reinforce this.
- Parents will say goodbye to their children outside the school building.
- Students will sanitize their hands upon entry to the school
- Upon removing their outdoor footwear, they will proceed through the hallway to classes, where they will remove their coats and backpacks. They will be released to the hallways sequentially in small groups by their teachers to place these items on their coat hooks, whereupon they will return to their classrooms.
- Hallways will have directional markers to indicate traffic flow.
- Students will be taught to maintain physical distancing of two meters when proceeding through the school hallways.

Within the Classrooms

- Desks will be in rows, spread out as far as possible, so students do not face one another. There will not be any group area rugs or other soft furnishings in classrooms.
- Students in many cases will wash their hands using the classroom sinks and soap.
- Students will each have hand sanitizer brought from home in their desks.
- Lessons will be recorded as determined by grade level teacher groups, and assignments posted to SeeSaw (K-2) and Google Classroom (3-6) for students who are not in school due to Covid 19 restrictions or because they have chosen the CCES 100% remote learning option.

Recess Times

- Students will wash their hands before and after recess times.
- Prior to recess students will be released sequentially in small groups from their classrooms to go to the hallway and retrieve their outdoor clothing; they will then return to their classrooms and put on their clothing there.
- Classes will exit their respective school doors serially upon direction by teachers, to avoid cohort mixing within the school building.
- Both the morning and noon recesses will be staggered, so that only half the students will be spread out through the CCES play area at any given time. As far as possible, this will follow the Div. I & II student divisions.

- The noon recess will be staggered together with the lunch period, so that while half the students are eating their lunch, the other half will have their noon recess.
- The CCES play area will be divided into three playgrounds, with three student groupings rotating through the sectors from one day to the next. Student groupings will be devised to keep grade level students together as far as possible. In this manner, students will be spread out throughout the three playgrounds each day. It is important to note that the risk of transmission is much lower outside than inside a building.
- Students would be able to share sports equipment brought from home at recess time only within their cohorts (classroom groups).
- When the end-of-recess bell rings, students will line up by their respective entry doors, utilizing the line-up markers on the pavement by their entrances. The markers are two meters apart, both in length and width, thus reinforcing physical distancing.
- Classes will enter the school serially; upon taking off their outdoor footwear, they will move to their classrooms to take off their outdoor clothing. They will be released to the hallways in small groups by their teachers to place their clothing upon their hooks. In this manner the mixing of cohorts (classroom groups) within the building will be reduced.

Lunch time

- Students will eat their lunches in their cohorts (classroom groups) at their desks in their classrooms.
- The student lunch room monitor program will be suspended for the time being.
- Parents of Div. 1 students are encouraged to teach their children, and have them practice opening juice boxes, pudding cups, containers, etc., and so develop independence in this regard, which will reduce the need to have teachers touch the students' lunch supplies.
- Teachers will carry out lunch supervision, with respective grade level teachers assigned: in general, one teacher assigned to each Kindergarten classroom, one teacher assigned to two classrooms in grades 1-2, and one teacher assigned to three classrooms in grades 3-6.
- Lunch times, which are associated with the noon recess, will be staggered, with half the students eating from 12:35-1:00, and the other half from 1:00-1:25. As far as possible, this will follow the Div. I & II student divisions, with the younger students eating first.

Music

- Music classes will take place in the Music Room; due to the increased space, students will be spread out.
- There will be no singing in Music classes, or use of wind instruments. Percussion and stringed instruments may be used.

- Students will wash their hands before and after Music classes.
- Music equipment will be disinfected between classes.
- We will prepare for a virtual Div. II Christmas concert in December.

Physical Education

- Students will wash their hands before and after PE classes.
- PE equipment will be disinfected between classes.
- Whenever possible, PE classes will take place outside.
- PE classes will take place in the gym; due to the increased space, students will be spread out. As two classes often have PE at the same time in the gym, the cohorts (classes) will occupy the respective halves of the gym, and practice the assigned skills and activities in their respective halves of the gym.
- Any partner work for activities will take place with students within the same cohort.

Dismissal

- Dismissal will take place from 3:25-3:35 p.m.
- Prior to dismissal students will be released sequentially in small groups from their classrooms to go to the hallway and retrieve their outdoor clothing; they will then return to their classrooms and put on their clothing there.
- Bus students will be dismissed first.
- Classes will be released, using their respective school doors, serially upon direction by teachers, to avoid cohort mixing.

Miscellaneous

- There will be no extra-curricular Choir, to avoid mixing cohorts. AHS also advises against singing at this time.
- There will be no intramural sports or floor hockey team, to avoid mixing cohorts.
- Drop-off and pickup of items like forgotten lunch-boxes, backpacks, etc., will occur just outside the school doors as much as possible. For example, the parent would call the office just before drop-off, and then leave the item on a bench by the front entrance; the Administrative Asst. would then retrieve the item and forward it to the student.
- Visitors to the school will be limited; any visitors will need to be pre-approved by an administrator and will need to self-screen, utilizing the Screening Questionnaire mentioned above prior to entering the school.

Fridays

- School day will start as usual, but end at noon. This dismissal time is coordinated with the secondary campus.
- Dismissal will be from 11:55-12:05, with bus students being dismissed first.

Bussing

- Siblings will sit together in assigned seating on buses.
- Loading will be from back to front; unloading from front to back.
- Physical distancing will be observed in loading and unloading.
- Masks will need to be worn on buses by grade 4-6 students.

In-School vs. Remote Learning

- All CCES families will be able to access the 100% remote learning option if they choose.
- Recorded lessons, activities and assignments will be posted utilizing the SeeSaw (K-2) and Google Classroom (3-6) learning platforms.
- Lessons, activities and assignments for remote learners may be posted by any of the three members of the respective grade level teams.
- Grade level teams will prepare a video to introduce themselves to the remote learning students.
- Students receiving remote learning will be assigned to a grade level classroom. If, after a period of time, the choice is made for in-school learning, the child will then just physically become a part of the class that s/he was virtually a part of beforehand.
- When the choice is made to move from remote to in-school learning, a two week notice must be given.