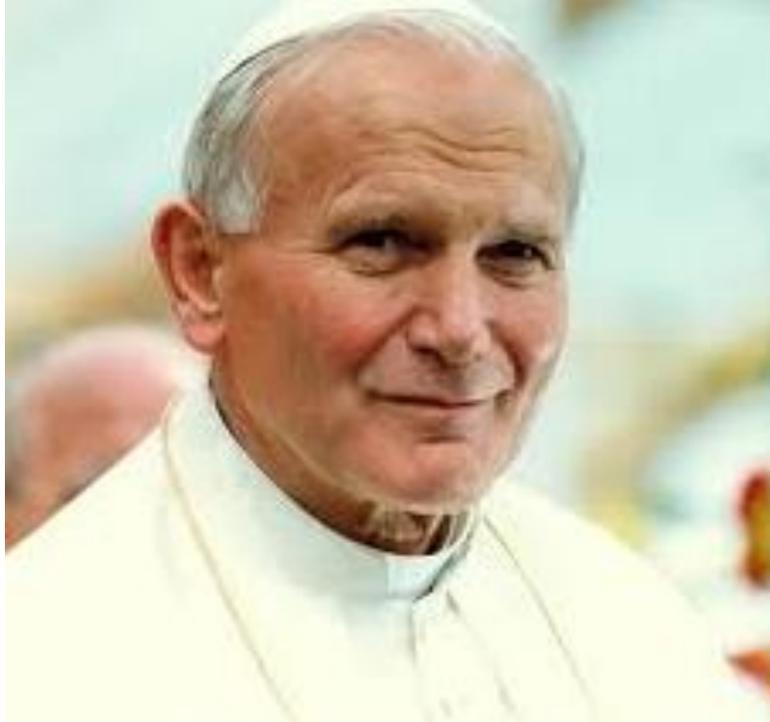


Austin O'Brien Catholic High School

School Re-Entry Plan

2020-2021





“Remember that you are never alone, Christ is with you on your journey every day of your lives! He has called you and chosen you to live in the freedom of the children of God. Turn to him in prayer and in love. Ask him to grant you the courage and strength to live in this freedom always. Walk with him who is “the Way, the Truth and the Life”!”

Saint Pope John Paul II

Message from the Administration and Staff of AOB

It is the mission of Austin O'Brien Catholic High School to help each, and every student realize their potential and become a responsible, productive, and balanced individual within the context of our Catholic faith. Acknowledging that this time of COVID-19 brings many challenges both to our school and extended communities, this time provides the opportunity for all AOB staff, students, and stakeholders to care for the well-being and health of others. This re-entry plan provides ongoing details that we are taking to provide the safest learning environment possible. The content contained within is subject to change as per the direction of Alberta Health Services and Edmonton Catholic School Division.

Safety and Well-Being at AOB

Safe Access to AOB: What to know before arriving at AOB.

Masks: The present guidance from the Chief Medical Officer indicates that staff and students in Grades 4 - 12 will be mandated to wear masks. Alberta Education will be providing two reusable masks for each student. Families are encouraged to obtain enough additional masks for each AOB student so that they have access to a clean mask daily or more often as needed. All staff will be provided with 4 re-usable face masks and two face shields for their use.

Hand Hygiene:

Anyone who enters AOB will be required to practice hand hygiene. Proper hand hygiene will help mitigate virus transmission. Washing with soap and water for 20 seconds is the preferred method for cleaning hands. However, there may be occasions when those entering the school may not be able to wash their hands and hand sanitizers will be available at the entrances of the school for this purpose. There are a number of times during the day when both AOB students and staff should be regularly washing or sanitizing their hands throughout the day:

- Before leaving home, on arrival at school, and before leaving school
- After using the washroom
- Before and after any transitions within the school setting (ex. To another classroom, indoor-outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food
- If a sink is not available, alcohol-based hand sanitizer may be used. Students will be asked to use an alcohol-based hand sanitizer as they enter the school and before they enter or re-enter their classroom. Each classroom will be equipped with two bottles of hand sanitizer that will be refilled daily.

Health Screening

AOB students, supported by their parents and guardians, must assess their health daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Staff will also assess themselves daily for symptoms of common cold,

influenza, or COVID-19 prior to entering the school. They should use the [health assessment checklist](#) to assess themselves daily prior to entering the school/site. Any AOB student or staff member who selects “yes” on any of the screening questions will not be permitted to enter the school, pending further testing for COVID-19. Signs will be posted reminding people not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold. Additionally, once students are at school staff will prompt students on a daily basis to assess their COVID-19 symptoms.

Illness while at AOB:

Should a student exhibit signs of illness at school, they will be moved to a designated private area within the school located near the office. Parents/guardians will be notified and advised to pick up their son or daughter immediately. Please ensure that your child’s student emergency contact information is up-to date in the instance where parents cannot be reached. Should a student become ill, a parent/guardian or emergency contact must pick up the student as soon as is practical.

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 (disposable mask, gloves, and gown)
- Use strict hand-washing techniques; and
- Maintain physical distancing.

Students with pre-existing conditions: It is important that families establish a clear baseline for what being healthy looks like. In the case of students with pre-existing conditions, we encourage families to have a COVID-19 test conducted prior to returning to school. In this way, it will help establish that baseline for students with pre-existing conditions. Families should notify the school office at AOB either by phone at 780-466-3161 or by email at 8402web@ecsd.net of any pre-existing condition and its symptoms. Should a student develop symptoms that are outside of those previously established, the student should have a COVID-19 test prior to returning to the school site.

Cleaning and PPE:

A COVID-19 cleaning standard for all Division schools has been designed that aligns with provincial directives around cleaning and disinfecting. These increased measures include:

- purchasing provincially recommended COVID-19 cleaning supplies
- additional training for custodial staff
- removing any soft furnishings and area rugs from classrooms and common areas that cannot be cleaned to provincial standards

- frequently cleaning high-touch surfaces such as light switches or door handles
- more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas and classrooms. AOB has been provided by the division with COVID-19 cleaning and safety items. This is to help ensure that the cleaning products used at AOB adhere to health standards and meet requirements to mitigate the spread of COVID-19.

Our New Normal: Arriving at AOB

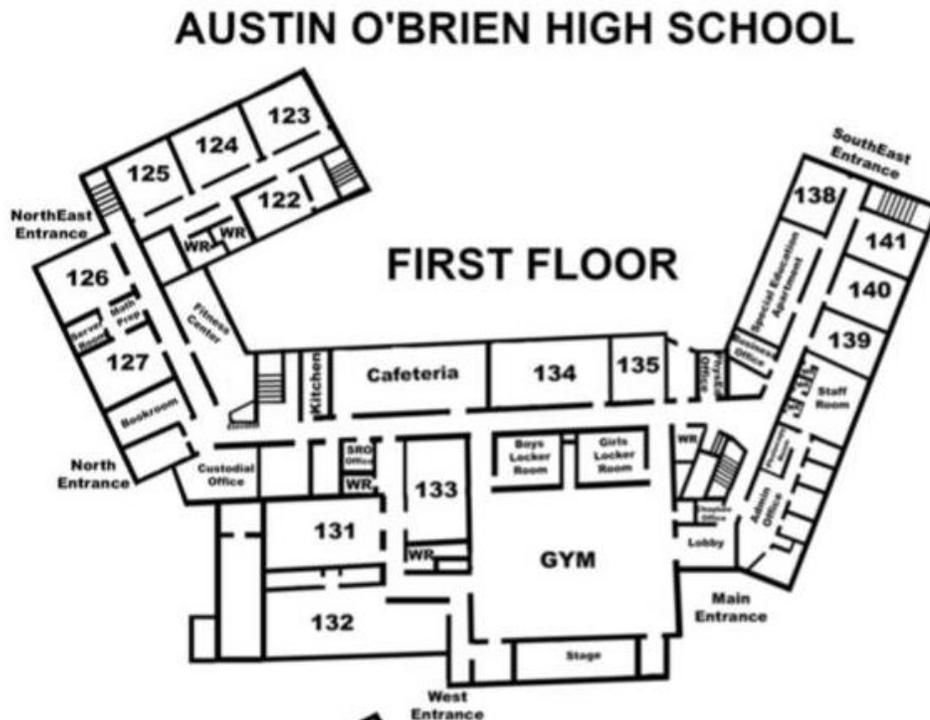
School Entrances: Arrival and Departures

All students will have an assigned door to use every time they enter and exit the school. This entrance and exit door is determined by their **arrival zone**. Please see the map below to locate the designated entrance.

Arrival Zone 1: Students arriving by ETS and those in the WIN/Generations programs will use the South East entrance.

Arrival Zone 2: Students who park in the St. Nicholas parking lot, arriving by yellow school bus, or parent drop off will use the Main entrance.

Arrival Zone 3: Students who park by the green space on the north side of the school, students walking from Capilano Mall, or by parent drop off will use the North entrance.



When students arrive at school, they will:

- wear their reusable mask
- go to the area outside their assigned door
- follow physical distancing guidelines to stay at least two meters apart while they wait outside
- line up when it is time to enter the school, following physical distancing guidelines

The main entrances to AOB are open at 7:00am.

School Entrances: Dismissal

All students will have an assigned door to use every time they enter and exit their school. At the end of the school day, students will have a staggered dismissal to minimize student congestion. School staff will be in the halls and outside to remind students of these requirements and to help students keep an appropriate distance from each other. 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.

Parental/Guardian/Visitor Access to AOB: 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. Parents are key partners in their child's education. We encourage parents to make phone or online appointments with school staff rather than in person visits to the school. For those parent or guardians who need to meet with staff in person are required to come directly to the main office. In this way, adult visitors to AOB may be assisted or meet with a staff member in a timely manner. Individuals without an appointment will not be able to enter the school.

COVID-19 Visitor Log:

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 general 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 who remain within the school for more than 15 minutes will be kept, and which 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: Currently, we are not allowing volunteers at AOB. We value the support they provide us; however, this is to maintain cohort integrity and promote physical distancing. We hope to be able to welcome parent volunteers at a later date.

Other ECSD Staff:

All ECSD staff, including staff from multidisciplinary teams and Facilities, will have access to school sites. Additional visitors directly related to the immediate educational programming of

students (i.e., student teachers, psychologists, etc.) will be permitted, following ECSD safety protocols. As a Catholic school community, scheduled visits from the Parish team (priest, youth workers) will continue to be welcomed into the school, following standard safety protocols. Artists-in-residence or other guest speakers are not permitted.

Entering the School: Physical Distancing

All members of the school community are encouraged to physically distance as much as is practicable. Common areas, such as foyers, learning commons or T-intersections in hallways can result in students gathering. Measures have been put in place to promote physical distancing in these areas. Students may be required to walk directly through some areas to prevent students from crowding together in groups. In high-traffic areas, such as the school office, cafeteria, or stairwells, signage such as posters and floor decals have been posted or attached to the floor to remind students and staff to keep a safe physical distance from each other. There will also be a maximum number of individuals who can be in the school office, cafeteria, library, and business office at one time. Staff will supervise these high-traffic areas and remind students of the need to adhere to any physical distancing protocols in place.

Measures have been put in place to promote physical distancing, which include but are not limited to:

- Signage and directional arrows to control the flow of foot traffic in the halls, main office, near the business office, and in common areas such as the cafeteria.
- Capacity limits the cafeteria and washrooms. In the cafeteria, a maximum of three students per table will be allowed. In the washrooms, alternating urinals will be covered to support physical distancing.
- Staggered times for movement through the hallways
- Assigned entrance and exit doors
- Removing or rearranging seating in common areas
- Classrooms will be arranged to promote physical distancing as much as possible

Our New Normal: Organization of the school year

Cohorts and Quarterly Scheduling:

As we organize for 2020–2021, we know that all our students need access to high-quality instruction. We also recognize that in-person classes might not be appropriate for all families and staff, depending on their personal circumstances and well-being. That is why we are offering choice.

In-Person Learning in Scenario 1

Students who attend school will be assigned to a class where a classroom teacher will support their learning. If the student is registered in an alternative or language program, they will continue to receive instruction in that program. If a student needs to stay home due to illness, their classroom teacher will provide work to support their learning.

Choosing Online:

First, families will indicate their intent to register for online learning through PowerSchool. Information regarding this process was sent to families in mid-August. Families must decide if each child will return to school in person or if they will choose online learning at home. Then, schools will organize resources and staff to support the choices that families make in those school communities.

Three weeks before the start of each quarter, families will be asked to indicate their choice for the following quarter. Whether families choose in-person or online learning, they remain enrolled in the school where they registered or pre-enrolled for 2020–2021.

Students who learn online will be part of an online learning group with an assigned teacher. This learning format will include live online teacher instruction, directed activities and assignments that students will complete independently. Online students will remain enrolled at the school where they registered for 2020-2021. However, their online teacher may not be a staff member at that school. As well, students in an online learning group will often be from more than one Division school.

Online instruction will cover all the required areas of the provincial curriculum. Teaching will focus on the core subject areas, with a modified focus on complementary courses (electives). The Division will explore meaningful ways to deliver alternative programming to online students, but we cannot guarantee that all alternative programming options will be available online. Families with children registered in an alternative program will continue to receive information from their school about the program.

A Quarterly System for 2020–2021

Families will be able to decide, at the end of Quarter 1, whether their child will attend school in person or choose to learn at home through online instruction for the remainder of the 2020-2021 school year. The school year is organized into four instructional quarters at the high school level (10-week periods of learning). Should there be an instance where parents wish to change their

child's learning stance to in-person or at-home learning, they should contact the grade coordinator to determine if this is possible. While we will consider each request, we cannot guarantee that we will accommodate the request due to teacher or course availability.

Quarter 1: September 3 to November 9

Quarter 2: November 10 to January 29

Quarter 3: February 1 to April 20

Quarter 4: April 21 to June 25

In order to maximize responsiveness to the various scenarios and to streamline learning accordingly, AOB will be using a quarterly system for courses in 2020-2021 and not the semester system. This will change how high school programming is offered in most of our high schools, primarily due to factors related to COVID.

What is the quarterly system? AOB has followed a semester model which sees classes running from September to January and February to June for the most part. A quarterly model would see each semester divided in half.

- There would be approximately 39 to 42 instructional days per quarter.
- Students would take a maximum of two 5-credit courses per quarter.
- Courses that are 3-credits would be every other day on a Day 1/Day 2 schedule.
- A shorter exam schedule would be held at the end of each quarter (November, January, April and June) for final exams and Diploma Exams.
- Class times are longer, up to 170 minutes per course, per day (with a small break).

What are the benefits of a quarterly system? This is a system that has been used at Cardinal Collins High School in Edmonton Catholic Schools for a few years now and much has been learned about it:

- A student would be taking fewer courses at any one time, allowing them to focus upon fewer topics at one time.
- Students spend more time in a day, in their courses, helping to build positive relationships with other students and staff.
- The shorter exam break between quarters helps some students stay focused on their studies as they move from one quarter to the next.

Why are we switching? After experiencing the emergency change from regular in-school courses to remote learning on March 15 of this year, due to the pandemic, it is felt that the quarterly system would be better adapted to potentially switching from in-person, to remote or partial in-person/partial remote, depending upon the status of the pandemic.

Other factors include:

- There is the potential that schools start in one model (i.e., in-person) and then have to switch to a different model (i.e., remote) at different times during the school year, due to potential changes in the status of COVID, as directed by Alberta Health Services.
- If students must focus upon a reduced number of courses at one time, then the need to switch between different instructional models would be more straightforward and more manageable for students, allowing greater success for individual learners.

Teaching and Learning

Assigned Seating:

In order to promote physical distancing, students will be assigned seating throughout the day at the discretion of the classroom teacher. This is in order to maintain cohort integrity and help assist with contact tracing, if required.

Supplies:

Students must use their own personal supplies as much as possible. Sharing materials between students is discouraged. Students who have their own technological devices, such as a Chromebook, tablet, or laptop, are encouraged to bring it to school so that they reduce the number of surfaces that they share with other students. Students bringing a technological device to school are advised to keep it on their person or in a safe location while at school.

Washrooms:

Washrooms will be cleaned, and high touch areas will be disinfected several times per day. In the washrooms, alternating urinals will be covered to support physical distancing. There may be a maximum number of students allowed in a washroom at one time.

Water Fountains:

Students are encouraged to bring water bottles from home, filled to start the day, and may subsequently fill those bottles throughout the day as needed. The use of water fountains in their traditional manner will not be available for use. Water filling stations will be the source of water for students to refill their personal water bottles.

Lockers:

Currently, lockers are not available for use. Students will keep their personal belongings with them. Students are encouraged to minimize the number of belongings they have at school.

Lunch:

Students will be encouraged to bring healthy lunches from home that do not require the need to be heated, as microwaves and vending machines will not be available for use at this time. Additionally, canteen services will be restricted in their scope of offerings to individually portioned meals or food items. Students are encouraged not to share their personal food items, utensils, dishes, water bottles, or drink containers with other students to limit the potential exposure to COVID-19. No food delivery services (i.e., Skip the Dishes) will be permitted to bring food to the students. In addition to eating in the cafeteria, students will have access to room 221, 230, and 230 to eat their lunches.

AOB Library:

The school library is an integral to student learning and school culture. Students will continue to be able to borrow paper materials (i.e., books) from the library but all materials returned to the library will remain untouched by staff and out of circulation for a minimum of 72 hours.

Emergency Procedures:

The safety of students remains the priority. Drills will still be conducted in the interests of school safety practices as outlined within the school year. Physical distancing should still be employed where possible (i.e., Outside during a fire drill), and other risk mitigation strategies will be used including mandatory hand sanitization following a lockdown practice or fire drill.

School fees:

School fees continue to be assessed and collected for those items that enhance the educational experience of students, as well as the supplemental education fees as authorized by the Minister of Education. AOB school fees are posted on the school website and remain in place for the 2020-21 school year. We recognize that COVID-19 has created hardship for many families, and if you find yourself in a difficult financial position, you are asked to speak to your school principal to co-develop a plan to address the school fees assessed your child(ren).

Technology Use:

Teachers will organize in-person instruction to minimize when devices, such as Chromebooks and iPads, must be shared. Devices will be disinfected between uses according to Division COVID-19 cleaning guidelines.

Students are encouraged to bring their own devices to school. Families interested in buying a Chromebook for their child may access special pricing from our Division suppliers through the Chromebook purchase program. Parents may access information about this opportunity at the following link:

<https://emerge.compugen.com/emerge/enterprise/Home;jsessionid=09160FA28F5000FBF0125257340D2F12> Students who bring their own device will be responsible for taking it home to charge it every night. Families who choose to have their child participate in online instruction require access to a device and a reliable internet connection at home. Families without this access should contact their school to borrow a device and arrange internet access, if needed.

Transportation:

Parents and students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19.

Masks are required for all students on both yellow school buses and all ETS buses. Students using yellow school buses will be assigned seats and a record of this seating plan will be kept in order to assist with contact tracing in the case of a student having COVID-19. Students who live in the same household will be seated together.

For students using a yellow school bus, there will be procedures developed for student loading, unloading, and transfers that support physical distancing when possible and may include:

- Students loading from the back seats to the front of the bus;
- Where feasible, limiting the number of students per bench unless from the same household;
- Students from the same household may share seats; and
- Students start unloading from the front seats to the back of the bus.

If a student becomes symptomatic during the bus trip, the driver will contact the school to make the appropriate arrangements to pick up the child/ student.

There will be an increased frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices, and GPS prior to each run.

Families are encouraged to make alternate arrangements for transportation should they not feel comfortable with their children on yellow buses or transit.

General Classroom Instruction:

At AOB, within a traditional classroom, the following guidelines will be in place:

- A seating plan will be implemented and maintained.
- Student seating will be arranged so that students do not face one another, as much as is possible.
- Teachers will develop routines to facilitate the regular cleaning of desks and chairs.
- Instructional strategies that reduce the use of shared materials should be utilized.
- Routines to facilitate regular hand hygiene before and after the use of shared materials should be established.

Assessment:

Consistent with established ECSD practices, students will continue to be assessed through outcomes-based, ongoing assessment and reporting. Parents can review their child's achievement using their PowerSchool login. AOB students will receive their summative assessment grades at the end of every quarter.

At this time, parent interviews will be conducted via phone calls or online.

Diploma Exams:

Grade 12 Diploma Exams for the 2020-2021 school year are optional. Families may decide if they choose to have their child write a diploma exam or not depending on their circumstances. Should a student choose to write a diploma exam, the mark earned on that assessment will be worth 30% of their final mark for the course.

Physical Education:

Physical activity is an important element in student health and well-being. In order to provide physical education experiences for students:

- Equipment will be cleaned before and after use
- Activities supporting increased physical distancing are encouraged
- Use of shared items or sports equipment is discouraged
 - Shared equipment will be cleaned before and after each use; users must perform hand hygiene before and after each use
- Students are encouraged to come changed for their activities as lockers will not be accessible
- Outside activities to be encouraged when and where possible

Art:

No sharing of equipment or art supplies unless equipment and supplies can be properly sanitized between needed use by multiple students.

To produce art in the classroom, procedures will exist regarding:

- Individualized art supplies for in-class and at-home use

CTS:

For CTS programs, all participants should ensure they are practicing hand hygiene before and after each use. As much as is practicable, shared equipment and surfaces will be cleaned between use.

Labs:

Schools will follow COVID-19 health protocols to determine how to deliver lab-based learning safely. In some cases, students will participate directly in the learning experience; in other situations, teachers may need to demonstrate the learning experience.

Field Trips:

Field trips involving extended travel, overnight accommodation, provincial, national or international travel are suspended until further notice. If a field trip occurs within close proximity to the school, including the local parish, and other safety protocols remain in place, they will be

supported. Field trips will be allowed to proceed or prohibited depending on the direction of AHS.

Assemblies and Celebrations:

Assemblies and celebrations will be conducted 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:

- No athletics will occur until March 1, 2021 or as per the direction of AHS and the Chief Medical Officer.
- During the very initial parts of the re-start, there are not to be any cohorts of more than 50 people within the local school context.
- All cohort regulations will be adhered to. **Players are only able to play on one team at a time.**
- If a student chooses to participate for their school's team they cannot play for any other team and vice versa.
- If a student plays with a community team and then wants to transition to a school team, because they can only play with one extracurricular cohort, there must be a 14-day quarantine period during this transition time. This is also true if a student goes from a school team to a community team. This is according to the expectation of the Chief Medical officer
- If a student is registered in a sports academy, **they can participate** on their school team **OR** club team (not both as per above).
- Students accessing online learning with ECSD are eligible to take part in extracurricular activities.
- Coaches can also only be part of **one** athletic team cohort as well, whether that is a school-based team or a community-based team.
- **No** Volunteers or outside coaches may take part in school sports at this time.
- While in the current Stage 2 of Athletics re-start, there will not be any formal leagues or championships. After the initial re-start in late September, Metro Athletics will begin communicating the possibility of mini leagues, based on any announcements from Gov't of Alberta or ASAA

Graduation:

Planning for graduation activities for the 2021 grad class is allowed, however specific contingency plans **MUST** be put in place by the school administration in the event large gatherings are not supported by the Chief Medical Officer. There are no further planned graduation activities for the graduating class of 2020.

School Council:

School councils remain vital to school administration in the operations of the school. Parent voice and engagement is essential. School council members and the school principal/administration may choose to meet via an online environment.

School Councils are respectfully cautioned in the use of Council funds to supplement Division-supplied materials and equipment related to COVID-19 safety measures. Although well-intentioned, the Division has approved vendors, and will continue to equitably provide appropriate resources according to the mandates directed by AHS and in compliance with OHS standards.

Mental Health Supports

Edmonton Catholic Schools supports student mental health through a Comprehensive School Health Framework. This framework is an internationally recognized approach to supporting improvements in students' educational outcomes while addressing school health in a planned, integrated, and holistic way. This whole-school model builds the capacity to incorporate well-being as an essential aspect of student achievement. Actions address four distinct, but interrelated components that comprise a comprehensive school health approach:

- Social and physical environment
- Teaching and learning
- Healthy school policy
- Partnerships and Services When actions in all four components are harmonized, students are supported to realize their full potential as learners – and as healthy, productive members of society

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](#)