



BISHOP DAVID MOTIUK

CATHOLIC ELEMENTARY/JUNIOR HIGH SCHOOL

August 21, 2020

Dear Bishop David Motiuk Families,

At Bishop David Motiuk Elementary/Junior High, we recognize the importance of clear directions and routine when planning for re-entry to 'near normal' schooling. Our students have been away from the structure and routines of school for quite some time due to the suspension of in-person classes in March. Our school Re-Entry Plan reflects the ECSD Re-Entry Plan and includes protocols and procedures that are now required due to COVID-19. In addition to the information contained in this letter, please take some time to review our School Handbook. The Handbook has been updated with extensive information about COVID 19 protocols that will be in place at our school. For your convenience, all COVID-related information in the Handbook is printed in turquoise blue text.

As communicated in a Swift message earlier this week, this year, we will have a staggered entry in the first week of school for all students taking part in **at school** instruction during the first quarter:

Kindergarten: Wednesday, September 2 and Friday, September 4 (Times were emailed in June). If you are not aware of your kindergarten staggered entry time, please contact the school office by telephone - 780-409-2603 - or email – 1967web@ecsd.net, and we will reissue your time.

Grades 1 – 5: Wednesday, September 2 (no school for students in grades 6 – 9)

Grades 6 – 9: Thursday, September 3 (no school for students in grades K-5)

Grades 1 – 9: Friday, September 4 is a division mandated Professional Development Day. **No school for students in these grades.** (Kindergarten teachers will have their PD day on Thursday, September 3).

Students registered for online instruction will receive information regarding Teams log ins from their homeroom teachers in the first week of September. Students in grades 6 – 9 will receive copies of their timetables. Please remember that online instruction will mirror our school schedule, with classes starting at 8:50 AM each day and ending at 3:12. Thursday will be an early dismissal day for both online and at-school students. There is no instruction for kindergarten students on Thursdays.

Start and Dismissal Times:

KINDERGARTEN

(No instruction on Thursdays)

Half Day AM

8:40 AM – 11:38 AM

Half Day PM

12:17 PM – 3:15 PM

GRADES 1 - 9

Monday, Tuesday, Wednesday, Friday

Thursday

Morning Registration: 8:40 AM

8:40

Dismissal 3:12

12:16 (Gr 1-5) | 12:15 (Gr 6 – 9)

Doors/Entry Processes

Outdoor supervision begins at 8:20 AM.

Please see the map below for information regarding your child's assigned entry and dismissal doors. It is imperative that your child enters and exits **only** from their assigned door throughout the year. Students will not be permitted to use alternate doors.

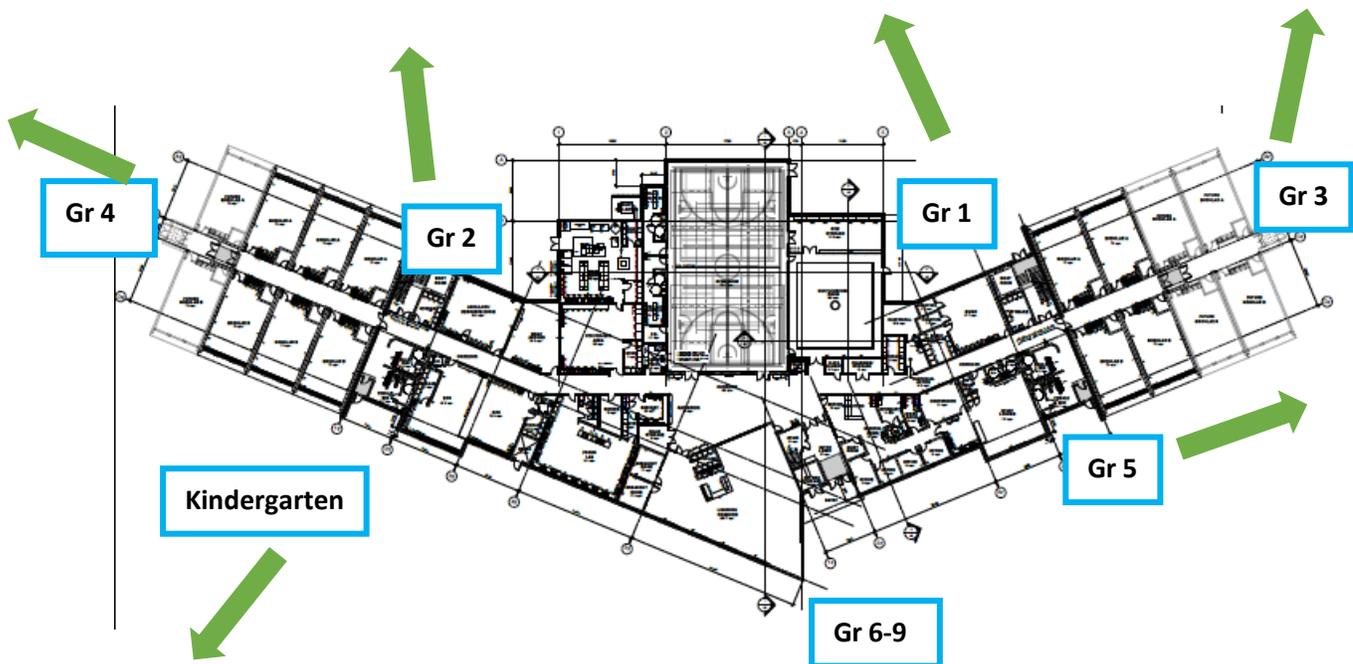
Entry Doors

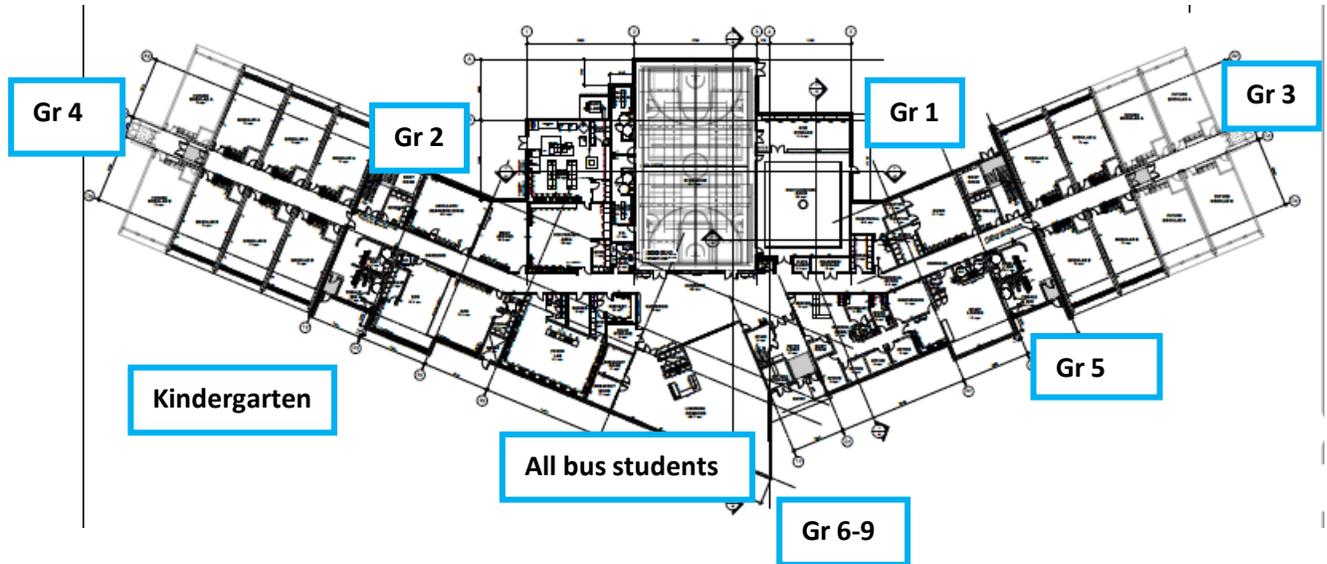
Elementary

Arrows indicate where elementary students line up prior to entry. Students are asked to form a line, maintaining physical distance, with their homeroom classes (these will be marked on the first day and students will line up in the same place each day). Students will be met by teachers, who will direct them inside the building. On the first day, students will be led directly to classrooms. Once regular school begins, students will leave coats and outdoor footwear in assigned cubbies and will then proceed to classrooms. Grade 4 and 5 students must wear a mask upon entry. It is very strongly recommended that students in kindergarten – Grade 3 wear a mask upon entry and while in hallways, since physical distancing may not always be possible.

Junior High

Junior high students enter through the main doors starting at 8:25. They proceed directly to their homeroom classroom. All students in grades 6 – 9 must wear a mask upon entry.





Dismissal Doors

Buses will arrive 10 minutes later each day in order to allow for cleaning between runs. Students who take the bus will remain in classrooms for 5 minutes in order to allow hallways to clear. Students in grades 4 – 9 must wear a mask while in hallways and in situations where physical distancing of 2 meters is not possible. It is strongly recommended that students in K-3 also wear a mask while in the hallways.

Parents are welcome to bring their child to their assigned door of the school, and to meet them outside the same door at the end of the school day. **Please remember that the school parking lots, bus lanes and daycare van pick up lanes will be closed to parent vehicles, with the exception of those with clearly displayed disabled placards.** For students on yellow busses, the driver will ensure the student has safely exited the vehicle and then leave the drop off zone immediately. A reminder that **all students** using transportation are required to wear a mask.

All students in K-9 will be provided with two reusable masks. A limited supply of disposable masks will be kept on hand in the event that a student forgets his or her mask.

A reminder that those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school.

Cubbies/Lockers

Students in kindergarten – grade 4 will have access to hallway cubbies. In our current environment, with COVID 19 protocols in place, each student, including those in kindergarten, will be assigned their own cubbie. There will be no sharing. Students will be assigned cubbies in cohorts. This means that cubbies may not be right outside a classroom, but students in the same cohort will have their cubbies in the same section, which could be helpful in the event of incidental contact between students. In order to keep time spent in hallways to a minimum and to reduce the likelihood of incidental contact:

- Students are asked to store only their coats and footwear in cubbies.
- Students are asked to place all footwear, including snow boots, on the rubber mat at the bottom of their assigned cubbie. Boot-racks will be reserved for students who do not have access to lockers.
- It is recommended that footwear have Velcro closings that are quick and easy to change into and out of.
- Backpacks are to be stored in classrooms.

Lockers are not be permitted at this time. This affects students in grades 5-9. Fortunately, our upper elementary and junior high students use Chromebooks or other personal devices and do not have to carry books or bulky items with them each day. Students are asked to:

- Leave wet footwear on the boot-racks and change into indoor shoes.
- Take backpacks and coats with them. These are to be stored on the backs of chairs.
- Minimize the number of belongings they have at school.

Locker protocols may be revisited as the school year progresses.

Lockers will not be permitted for physical education either, so students are asked to come prepared to participate on the days when physical education is scheduled for them.

Illness while on site and stay at home when sick

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Students who come to school and appear to be unwell will be isolated and must be picked up by a guardian or their designate immediately as outlined in ECSD's Re-Entry Plan.

Parents may self-assess by accessing the [COVID-19 Self-Assessment Tool for Albertans](#). All students who have symptoms of COVID-19 OR who have travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak of COVID 19 must stay home and self-isolate. Students must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases and their symptoms have resolved.

Classroom Setup

Classrooms have been reorganized to meet the requirements of the provincial mandate. Where possible, tables have been replaced with desks, especially in younger grades. Although we expect that at school class sizes will be smaller due to students choosing online instruction for the first quarter, we still require all teachers and students in grades 4-9 to wear masks, especially when physical distancing is not possible.

Students at all levels will remain in cohorts throughout the day. They will be assigned seating. Students will be able to store supplies such as paper and pencils in desks, but they must take Chromebooks home each evening to be charged. Students are not to share supplies with classmates.

Physical Education

Physical education classes will be taught outside when possible. Activities that maximize physical distancing and minimize contact with common surfaces must be prioritized.

Lunch and Recess

All students will eat lunch in their classrooms. Students are not permitted to share food or drink items. Please remember that microwaves are not available for student use.

Recess will be staggered to accommodate physical distancing and to limit the number of students using playground equipment or playing on the fields at any one time. Students are asked to play games that allow for physical distancing and stay within their own cohorts when possible.

Additional information

At this time, as our priority is a safe re-entry into Bishop David Motiuk School, all athletics and field trips are on hold until we receive further direction from the division and AHS. In like manner, large gatherings of students and/or families are not permitted at this time.

If you have not already identified the learning choice for your child (ie. online or in-person), a reminder that this information is due by Friday, August 28. This can be done by logging into PowerSchool. www.powerschool.ecsd.net. If you would like to change the learning choice for your child, or if you require assistance, please contact the school office, either through email or by telephone, and we will be happy to assist you. We are not able to complete class lists or timetables until we have re-entry survey information, so the sooner it is submitted the better. We thank you for your prompt attention to this matter. Class assignments for students will be emailed to parents on September 1. Please watch for this information.

We thank you for your cooperation and patience as we navigate, assess and make changes necessary for staff and student health and safety. We look forward to seeing all of you back at school again.

Sincerely,

Terry Volk, Principal