

# J.J. Bowlen 2020-21 Re-Entry Plan

August 21, 2020  
(Updated Oct 2, 2020)  
(Updated Jan 15, 2021)

J.J. Bowlen is a wonderful Junior High School, and we are looking forward to another good year despite the challenges that Covid-19 will present. With staff, parents, and students working together, we will overcome the obstacles ahead and provide your children with the knowledge and skills they need to achieve their potential in mind, body, & spirit both now and in the future. We will also do our very best to mitigate the health risks associated with this virus.

This Plan will set out the school specific re-entry procedures that we will be putting in place at our site to keep everyone as safe as possible. Some of them were shared with you in my August 14<sup>th</sup> email but will be repeated here for your ease of reference.

Our Plan will comply with the Alberta's Government K-12 School Re-Entry Plan which can be accessed here: <https://www.alberta.ca/k-to-12-school-re-entry-2020-21-school-year.aspx>

It will also be consistent with our Edmonton School Division Re-Entry Plan which can be accessed here: <https://www.ecsd.net/page/7383/ecsd-re-entry-plan>

As we all know, this pandemic is constantly evolving so our "plans" and "guidelines" have to be flexible. Our school specific plan will be adjusted as needed and you will be advised of any significant changes.

## **MASKS and PPE**

### **Students**

Students are required to wear masks at all times in the school except when eating or during Phys Ed. Wearing them will be required in the classrooms even when working quietly alone because we will not be able to meet the six-foot physical distancing recommendation. (We were hoping that they could remove their masks in class when working quietly alone, but that will not be the case). Please do not send your child to school with PPE other than masks and perhaps gloves, as we need to maintain some consistency among our student population. Two reusable masks have been provided to each student by the Province. Students are expected to arrive at school on the first day with an appropriate face mask, and parents are encouraged to have extras purchased to ensure students are always able to have their own available and regularly cleaned.

**All students are required to wear masks when on school property unless otherwise directed by school staff.**



## Staff

Staff will be wearing masks at all times in the school unless they are working alone in a room or they can maintain the six-foot physical distancing recommendation.

## Parents and other Visitors

Everyone entering our school is required to wear a mask. Even those with a face shield are still required to wear a mask. Exceptions will only be made for those with a Medical Doctor's note which states a person cannot safely wear one. The City of Edmonton exemptions that were offered online for a very short period of time before being discontinued due to misuse, will not be accepted. Even with our mask requirements, we must limit non-essential visitors to the school as much as possible. All ECSD staff and other persons directly related to the educational programming of students will be welcome. Further, while we most certainly acknowledge that parents are key partners in their child's education, it would be greatly appreciated if you could communicate with school staff by email, phone, or through online meetings as much as possible. Payment for bus passes and school fees are strongly encouraged to be done online. Parents and other visitors are asked to make an appointment with the office if they need to come into the school.

**Food delivery services (Skip the Dishes, etc.) are not allowed to drop food off at our school for students. We will provide a lunch to students who do not have one.**

## **First Week of School**

*Note: Students will not have the use of lockers to begin this school year so school supplies should be kept to a minimum. Also, our water fountains will not be used so your child must bring a water bottle than they will be able to fill & refill using our bottle filler stations.*

### Wednesday September 2

Grade 7's Only – All G7 students who have chosen in-person learning are expected to be here at JJ Bowlen. This is a special day for them as they make that important transition into a new school. Students will meet with their Homeroom Teacher and begin building community with their classmates. Activities/items will include touring the school, reviewing expectations & routines, textbook distribution, schedules, and much, much more. Dismissal will be at the regular 2:44 p.m. but we will stagger the classes by a few minutes to reduce congestion. After today, our Grade 7's are not required back at school until Tuesday September 8<sup>th</sup>. We originally had them returning on Thursday the 3<sup>rd</sup>, but that will now be only for our Grade 8's and 9's. The Picture Day that was originally scheduled for the 3<sup>rd</sup> has been postponed. Friday the 4<sup>th</sup> has been designated a Division wide K-9 PD Day so no students will be attending school that day. Both ETS and our Yellow busses will have regular service.



### Thursday September 3

Grade 8's and 9's Only - All G8 & G9 students who have chosen in-person learning are expected to be here at JJ Bowlen. This is our regular half-day Thursday with the Grade 9's being dismissed at 11:40 a.m. and the Grade 8's at 11:44 a.m. (see more on dismissal times below under the "End of the Day" heading.) Students will meet with their HR teachers, get to know their classmates, and begin their shift from summer to school. Activities/items will include reviewing expectations & routines, textbook distribution, schedules, etc. Grade 8 & 9 students are not required back at the school until Tuesday September 8<sup>th</sup>. We originally had them returning Friday the 4<sup>th</sup> but that has been designated a Division wide K-9 PD Day so students will not be attending that day. Picture Day originally scheduled for the 3<sup>rd</sup> is postponed. Both ETS & our Yellow busses will have regular service.

### Friday September 4

Division wide K-9 PD Day; no students will attend school that day.

### Monday September 7

Labour Day– No School

### Tuesday September 8

All students who have chosen in-person learning are in school. Online learning for those students who have chosen to learn from home begins today.

## **START OF THE DAY**

As in the past, our front doors will be open by 7:30 a.m. at which time students are welcome to enter the school. There will be a sanitizing station located at the entrance for them to use. Students will then proceed directly to their homeroom classroom (which will be open) and wait there for the day to begin at 8:15 a.m. To avoid congestion, we will provide additional entrances this year. The main back doors near the BBall courts and the front door located near the front stairwell will both be open by 7:45 a.m. with sanitizing stations available. The two main stairwells at the front and back of the school will be "Up Only" to start the day while the third less used staircase located on the east side of the school will be "Down Only". Parents are asked to drop their kids off outside as they normally do and to not enter the building unless absolutely necessary.

## **LUNCH TIME!**

Our JH Canteen is not operating for the foreseeable future and the usual microwaves & hot water will not be available. Therefore, it is absolutely essential that students bring a healthy lunch to school every day that does not require heating. Further, our closed campus policy will continue this year as in the past. Food delivery services of any kind will not be permitted. We anticipate having twelve in-school homerooms to begin the year (four per grade) and three on-line homerooms (one per grade). Of those Homerooms, six will be upstairs and six down. The lunch procedures set out in the next



few paragraphs may seem complex at first glance, but they will become second nature for students within a few weeks. Teachers will be providing the guidance and direction necessary for this to happen.

\*Upstairs Classes

When lunch begins at 11:10 a.m., the students in 8A, ~~9B~~, 9A, and 9C will have their lunch in their classroom until 11:35. The students in 7B, 9D, and ~~9A~~ 9B will proceed outside at 11:10 to get some fresh air. The 7B class will use the side or east stairwell to both go down at 11:10 to go outside and back up when they return at 11:25. The ~~9A~~ 9B class will use the front stairwell to go both in & out and the 9D class will use the back stairwell. The 7B class will use the north exit door at the bottom of the east stairwell to go outside, the 9A class will use the main back doors leading out onto the BBall courts and the 9D's the secondary back doors located near the entrance to our portable classrooms. They will all be coming back in those same doors when their short outdoor break concludes at ~~11:25~~ 11:28 a.m. They will then be back in their classroom to eat their lunch until approximately 11:55 a.m. The students in 8A, ~~9B~~, 9A, and 9C will finish their lunches by ~~11:35~~ 11:34 a.m. and proceed outside for their break. 8A will use the east stairwell and the north door at the bottom of it, ~~will use the front stairwell both down and up along with the main back doors~~, 9B, ~~will use the east stairwell and the north door at the bottom of it~~, 9A will use the front stairwell to go both in & out and the main back doors leading out onto the BBall courts and 9C will use the back stairwell and the secondary back doors located near the entrance to our portable classrooms. They will return into the school at ~~11:50~~ 11:52 a.m. using these same doors and stairwells to return to their classrooms and begin the afternoon.

\*Downstairs Classes

When lunch begins at 11:10 a.m., the students in 7D, 8C, and 8D will have their lunch in their classroom until 11:35. The students in 7A, ~~7C~~, 8C and 8B will proceed outside at 11:10 to get some fresh air. The 7A class will use the secondary set of back doors located near the entrance to our portable classrooms wing to exit the building. The ~~7C~~ 8C class will use the very back doors located at the north end of our portable classrooms wing that lead directly onto the field ~~use the north exit door at the bottom of the east stairwell~~ to go outside, and 8B will use will use the secondary back doors located near the entrance to our portable classrooms wing. ~~the very back doors located at the north end of our portable classrooms wing that lead directly onto the field.~~ They will all be coming back in those same doors when their short outdoor break concludes at ~~11:25~~ 11:28 a.m. They will then be back in their classroom to eat their lunch until approximately 11:55 a.m. The students in 7D, ~~8C~~, 7C, and 8D will finish their lunches by ~~11:35~~ 11:34 a.m. and proceed outside for their break. 7D will use the secondary back doors located near the entrance to our portable classrooms wing. ~~will use the north exit door at the bottom of the east stairwell~~, 8C will use the very back doors located at the north end of our portable classrooms wing that lead directly to the field. 7C will use the north exit door at the bottom of the east stairwell to go outside, and 8D will use the very back doors located at the north end of our portable classrooms wing that lead directly to the field. ~~the secondary back doors located near the entrance to our portable classrooms wing.~~ All



students will re-enter the school at ~~11:50~~ 11:52 a.m. using these very same doors and return to their classrooms and begin the afternoon.

### **END OF THE DAY**

Again, to avoid congestion in our hallways and elsewhere in the school, we will be dismissing our students at intervals. Our Mon, Tues, Wed, and Fri day ends at 2:44 p.m. The Grade 9's will be dismissed at ~~2:35~~ 2:40, the Grade 8's at ~~2:40~~ 2:42, and the Grade 7's at 2:44. Thursdays end at 11:48 a.m. and the Grade 9's will be dismissed at ~~11:40~~ 11:44, the Grade 8's at ~~11:44~~ 11:46, and the Grade 7's at 11:48. For the most part, students are encouraged to use the same exits they used for lunch but our main front doors and the doors next to the front stairwell will also be available to them. When dismissed, students are expected to head directly to their exits to leave the building and proceed off the school grounds. A reminder that they will be required to wear masks when doing so. All three stairwells will be designated as "Down Only" to end our school day. Parents are asked to pick up their kids outside as they normally do and to not enter the building unless absolutely necessary.

### **Student Illness at School**

As indicated in our School Wide Division Re-Entry Plan (the link is provided above), should a student exhibit signs of illness at school, Parent/caregivers will be notified and asked to pick up their child immediately. Please ensure your contact information listed in PowerSchool, including student emergency numbers, is up-to date. Kindly email our Admin Support Elizabeth if the information we have for you is wrong ([Elizabeth.Rattray@ecsd.net](mailto:Elizabeth.Rattray@ecsd.net)). In the event parents cannot be immediately reached, the emergency contact must come to the school as soon as possible to pick up the ill student. While waiting for that to happen we will move the sick child into our middle office or elsewhere in the school if that location is unavailable. Staff supervising symptomatic students will:

- ✓ Keep all other staff out of the designated quarantine area.
- ✓ Have the student keep their face mask on, provided it can be worn safely.
- ✓ Wear the recommended PPE.
- ✓ Use strict hand-washing techniques.
- ✓ Maintain physical distancing as much as possible.

If you suspect that your child has Covid-19 or exhibits any symptoms at all, please keep them at home and arrange for them to be tested as soon as possible. Kindly let our office know that your child is being tested and have them remain at home until you receive a negative result AND the symptoms have resolved, and share that with us. As mentioned in the Division wide Re-Entry Plan (link is above), if there is a confirmed case of Covid-19 at a school, the Zone Medical Officer of Health will work directly with the school division and school administration to provide follow-up recommendations and messaging for staff, parents/guardians, and students.



## **OTHER KEY INFORMATION**

### **\*Office**

As mentioned above under the Masks and PPE section, we are limiting non-essential visitors to the school as much as possible. To achieve this, we are asking parents to communicate with school staff by email, phone, or through online meetings as much as possible and to pay for bus passes and school fees online. For students and others that do have to come to the office, decals are on the floor to encourage physical distancing. Parents and other visitors are asked to make an appointment with the office if they need to come into the school.

### **\*Bus Passes/Payments**

Bus passes will be distributed in class. Please try to make bus pass & school fee payments online.

### **\*School Staff**

Teachers will be moving from class to class when Blocks change which will significantly reduce traffic in the hallways throughout the day.

### **\*Hallways**

Our hallways are wide enough to accommodate two-way traffic. However, to maintain maximum physical distancing while still following our mask wearing protocol, everyone is asked to walk as close as possible to the wall on their right when in the hallways. Floor signs will serve as reminders.

### **\*Lockers**

No lockers will be available for student use for the foreseeable future.

### **\*Hungry Giant Canteen/Healthy Hunger/Vending Machines**

The Canteen will not be in operation until further notice and there will not be any Healthy Hunger lunches offered either. The vending machines ~~will not be~~ **are not** operational.

### **\*Phys Ed Classes**

PE classes will be taught separately (partly by using the great outdoors). Our locker rooms cannot be used so students must be prepared to have their Physical Education classes in the clothes they wear to school. I am sure our instructors will keep this in mind when planning the activities. **Masks are encouraged during Physical Education when students are not physically distanced, but they are not required. Students can choose whether or not to wear a mask during PE.**

### **\*Flex Thursdays**

No Flex Thursdays until at least the end of Jan (we will have regular instruction on Thursday mornings instead). You ~~will be~~ **have been** sent a Calendar which indicates whether that Thursday is the Mon morning schedule, Tuesday afternoon schedule, Wed morning schedule, etc. **We have gone** ~~will try to go~~ in order as much as possible (Mon a.m., Mon p.m., Tues a.m., etc.)



\*Athletics

All school sports/athletics are on hold for the foreseeable future.

\*Water Fountains and Bottle Fillers

Our water fountains cannot be used for safety purposes, but our two bottle fillers ~~will be~~ are open. Please ensure your child has a water bottle for their use during the day.

\*Field Trips

In general, the year will begin with few, if any field trips. However, going forward, local field trips at a destination close to the school may be allowed provided safety protocols are in place and duly followed.

I will close with a few reminders. Please complete and submit the revised Option Forms sent to you last week. Email them to our Assistant Principal Dan Pagnucco ([Daniel.Pagnucco@ecsd.net](mailto:Daniel.Pagnucco@ecsd.net)) as soon as you can. He is using them to create our in-school learning Homeroom/Option cohorts. Even if you have chosen for your child to begin the year online, kindly send it to him anyway so that we will have an idea of your child's option preferences should she or he return later in the school year. Also, do not forget to go on PowerSchool and select whether your preferred method of instruction for your child to begin the year is in-person at school or online at home. The link is called "School Reopen Survey". The school year has been divided into four quarters at which time students can transition in or out of at-school instruction (Q1 is Sept 2-Nov 9; Q2 is Nov 10-Jan 29; Q3 is Feb 1-April 20; and Q4 is April 21-June 25). If you wish to change your already submitted choice, just send an email to our Admin Support Elizabeth ([Elizabeth.Rattray@ecsd.net](mailto:Elizabeth.Rattray@ecsd.net)) and she will have that done. As we continue to prepare for the upcoming school year, we know that there will be dynamic and complex challenges due to this Covid-19 Pandemic. Rest assured that we will do our utmost to mitigate risks, and to provide the best quality Catholic education possible. May God Bless us all in the days and weeks ahead.

