

Bon Accord Community School
School Relaunch Guidebook
2020 - 2021



Last Updated August 26, 2020

Scenario 1: In-School Learning

Relaunch Guidebook

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Please refer to the SPS Relaunch Guidebook for Division Guidelines

[Sturgeon Public Schools Relaunch Guidebook](#)

Government Guidelines for School Re-entry:

[Alberta K-12 School Re-Entry Website](#)

[Alberta 2020-2021 Parent Guide](#)

[Get the Facts: Back to Class for 2020–2021](#)

[Returning to School Safely – Junior and High School Students](#)

[Returning to Schools Safely – Elementary Students](#)

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School Operations – what school will look like

Exterior School Doors

School doors will remain locked throughout the school day. Supervisors will open doors at the start of the day to allow students into the building.

If someone is required to enter the school during the day, they either need to make an appointment ahead of time, or call the school while waiting at the front door and someone will let them in. Masks and following physical distancing practices will be mandatory.

All visitors to the school will be required to scan a QR code (located on the front doors) with their smartphone before they enter the school. When the visitor exits the school, they will be required to scan a different QR code located inside the front door.

Student Arrival and Entry

All classes have assigned doors for entrances (see attached map).

Students arriving by bus will remain on the bus until they are given instruction to exit the bus and enter their appropriate door into the school.

Students arriving via walking or parent drop-off will remain at the 'Parent Pickup Zone' until 8:30am. When the bell rings, students will go to their assigned door (see attached map). Students are encouraged not to arrive at school until 8:30am.

Students who arrive late must enter the school through the front door. They will sign in at the front office and then go directly to their classroom.

Only staff and students may enter the school. Parents (while wearing facemasks) may bring their child(ren) to their assigned door outside of the school.

Hand sanitizer stations will be set-up at every entrance door. Kindergarten to Grade 4 students will be supervised by staff as they use the hand sanitizer. This will be done upon entering and leaving the building or a room.

General guidelines for Student Arrival and Entry are listed in the SPS Guidebook - page 4.

Student Flow within the school

Wall posters and or hallways arrows will be used for directional walking - students will always walk on the right-hand side of the hallway and will not cross the hallway unless they are entering a classroom.

Occupancy posters and floor decals will be used to support distancing.

General guidelines for student flow are listed in the SPS Guidebook - page 4.

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Masks

Grade 4 students and all adults are required to be wearing masks starting on the first day of school. Parents may either schedule to pick up their child's masks from the school prior to the first day or send their child with their own mask on the first day. Once masks are available from the school for pickup, we will notify families.

Proper mask use will be taught and promoted. It is our collective responsibility to adhere to mask protocols. Two reusable, non-medical masks will be provided to each student. Parents are asked to consider supplying extra masks for their child. Used/soiled masks will be sent home daily for cleaning.

We encourage families to practice proper mask protocols prior to coming to school.

General guidelines for mask use are listed in the SPS Guidebook - page 3.

Recess/Breaks/Playgrounds

Students are encouraged to stay within their cohort group during breaks and recess.

Students will practice proper hand hygiene before and after using the playground.

Students will follow a staggered schedule for classroom cohort use of playground equipment and structures.

A limited selection of shared toys and sports equipment will be available for use on the playground. It will be cleaned and disinfected before and after each use, and users will perform hand hygiene before and after each use.

General guidelines for playground use are listed in the SPS Guidebook - page 7.

Playground use - before and after school

The school will not be assigning staff to supervise playground equipment before and after school. To support safety, this equipment will be off limits to students during these times. Families who wish to take children to the playground at other times of the day are encouraged to follow the province's [Guidance for Playgrounds](#) to use the equipment as safely as possible.

Snack time

Students will need to bring food in containers (disposable or reusable) that they can open themselves. All food will be eaten at individual desks. There will be no sharing of food.

No microwaves will be available for student use. Students must bring their own reusable utensils if needed.

General guidelines for snacks are listed in the SPS Guidebook - page 8.

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Lunch time

Students will need to bring food in containers (disposable or reusable) that they can open themselves. All food will be eaten at individual desks. There will be no sharing of food.

No microwaves will be available for student use. Students must bring their own reusable utensils if needed.

General guidelines for Lunch are listed in the SPS Guidebook - page 8.

Food Handling

The Breakfast Program will be running at Bon Accord Community School for the 2020-2021 school year. Items will be individually portioned, delivered to the classroom, and distributed by one adult. All food will be eaten at individual desks. There will be no sharing of food. More information will be coming in early September 2020.

No Hot Lunch program will not be offered until further notice.

General guidelines for breakfast programs are listed in the SPS Guidebook - page 8.

Physical Education

Physical education classes will be taking place. As frequently as possible, outdoor classes will be encouraged. Students must be dressed appropriately for the weather.

Students will follow hand washing/sanitizing procedures when entering and exiting the gymnasium.

If equipment is to be used, it will only be for individual use and will be quarantined afterwards for 72 hours.

Music

Music classes will take place in the student's classroom. The music teacher will come to the classroom for instruction.

At this time, no singing or wind instruments will be used.

Library

The school will be following provincial guidelines for the library relaunch. Students will hand sanitize before entering the library. There will be only one class in the library at a time.

All books, when returned, will be quarantined for 72 hours before re-shelving.

There will be no carpet time for students (teacher reading to the students in the library) and there will be no access to soft surfaces. All high touch surfaces will be disinfected between class cohorts.

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Student Groups/Cohorts

Student cohorts will be made up of students from the same classroom. Students will remain in their classroom and any schedule changes will have teachers move rooms.

General guidelines for student groups/cohorts are listed in the SPS Guidebook - page 5.

End of School Day

Students will remain in their classroom until they are dismissed. A staggered dismissal strategy will be used.

Students being picked up by parents will meet at the 'Parent Pickup Zone' outside (see attached map).

Students who travel by bus will be dismissed individually and must go directly to their assigned bus.

Once students are dismissed, they are to immediately leave school property.

General guidelines for the End of School Day are listed in the SPS Guidebook - page 6.

Extra-Curricular Activities

All Sturgeon Public Schools extra-curricular athletics and fine arts performances are suspended until further notice.

Supplies and Storage

In order to reduce congestion in the hallways, hallway lockers will not be accessible. Students will be required to keep all their belongings with them at their desk. As space is limited, students are encouraged to leave non-essential items at home.

Washrooms

Each classroom is assigned to a specific bathroom. Teachers will create a schedule to avoid overcrowding while supporting expected hand washing protocols.

Bathrooms will have a 4-person maximum use policy.

Students will be able to use their assigned classroom bathroom at any time during the school day, one at a time from each classroom, and will adhere to the maximum use rule posted.

This will be monitored by staff as needed throughout the day. Students waiting will stand 2 metres apart in the hallway.

General guidelines for washroom use are listed in the SPS Guidebook - page 8.

Hand sanitizing

Students will be expected to use hand sanitizer every time they enter the school building and before they enter any room. Students will be expected to wash their hands before and after eating.

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Other

Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once according to Alberta Health Services. This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home and be tested and cleared. Schools will track typical symptoms that may be confused for COVID-19 for students as they would with other medical conditions.

Should a child need to stay home for a period due to illness, classroom teachers will provide key work for the student to be able to work on while at-home. Homework bundles or tasks would be provided to the student by the regular teacher, but they would not be engaging in at-home learning as was provided through Continuity of Learning.

General guidelines for health concerns are listed in the SPS Guidebook - page 4 & 9.

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Early Childhood Education - Staggered Entry Guidelines

Children will begin staggered entry as per usual practice.

During staggered entry the following measures will be implemented:

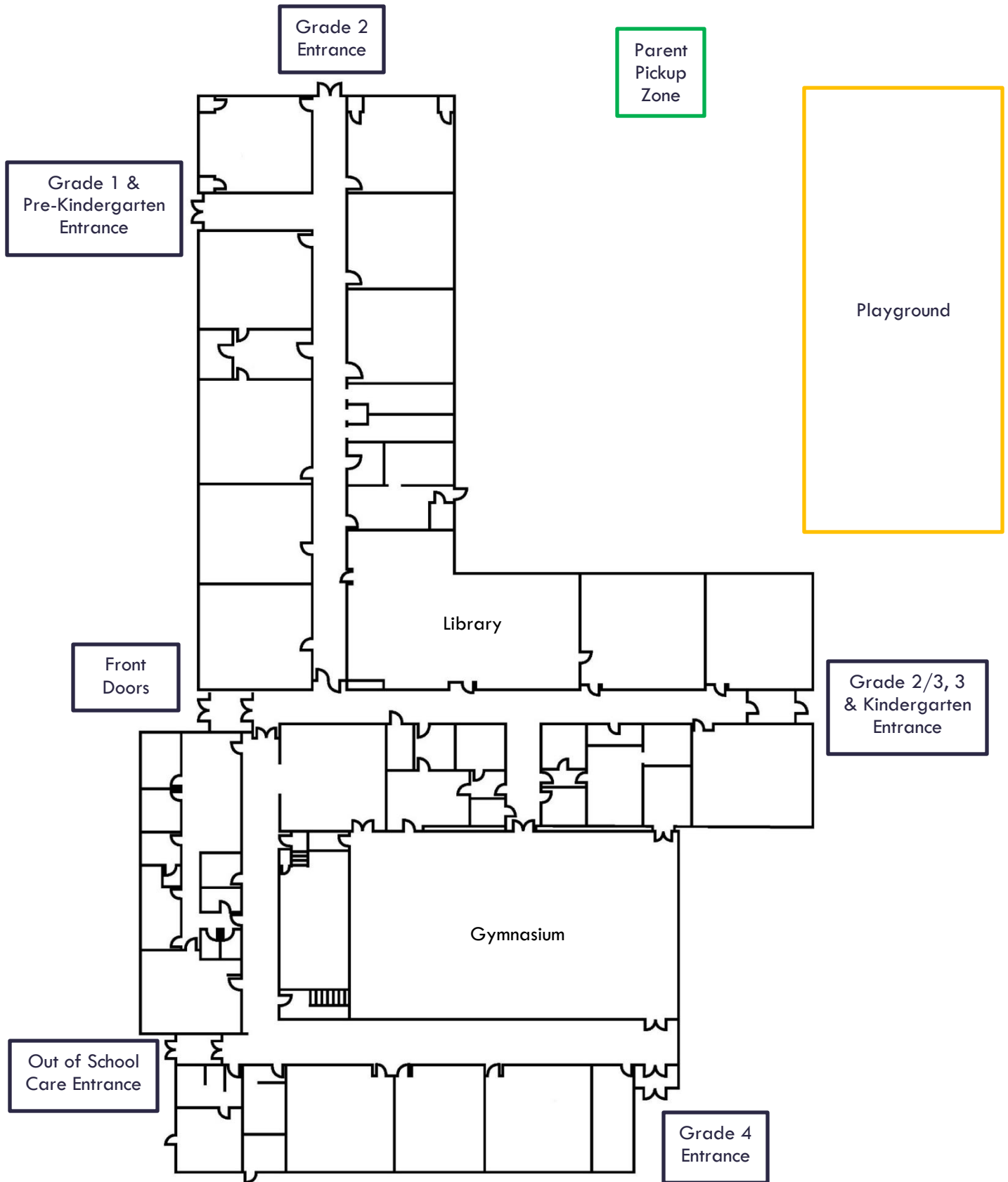
- Only 1 parent will be allowed to accompany their child
- Maximum number of children will be 6
- EA's will sanitize materials (toys, manipulatives) and furniture immediately following the class time. Mouthed toys will be immediately put into a designated cleaning bucket to be disinfected.
- Classroom spaces will be marked with tape, hula hoops or place markers to ensure appropriate physical distancing is maintained.
- Staff ratio will be increased by having therapy assistants and consultants available. 1:2 for staggered re-entry days.
- Visuals and social stories about cleanliness, handwashing and social distancing will be implemented.
- Only 2 children will be permitted at each center.
- Toy collections will be established based on class groupings.

Early Childhood Education - Regular Guidelines

***Will follow the school guidelines**

- EA's will sanitize materials (toys, manipulatives) and furniture immediately following the class time. Mouthed toys will be immediately put into a designated cleaning bucket to be disinfected.
- Toy collections will be established based on class groupings.

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**Bon Accord Community School
Entrance Map**