

Sunnyside School Re-Entry Plan
2020-2021

Updated September 29, 2020

Welcome

Welcome to the 2020-2021 school year. The main purpose of this handbook is to provide information regarding Sunnyside School's policies and procedures. Information is amended each year. This year there are significant changes to our policies and procedures due to the COVID-19 pandemic.

Introduction

COVID-19 impacts all of us and despite our best efforts to keep everyone safe, it is possible that someone in our school community will contract the virus. Each student/family/staff member affected by COVID-19 will be treated with dignity, respect and compassion. There will be no tolerance for singling out students, staff or families and every effort will be made to eliminate the stigma associated with contracting COVID-19.

Our protocol with regards to COVID-19 is determined by Alberta Health Services (AHS) and Alberta Education. All students/staff/families must comply with the Alberta Government requirements. As well, parents should be aware that these requirements may change throughout the year based on new information. Parents will be informed of these changes through email. As well, new information will be posted on our website.

To help families better understand the provincial school re-entry plan, Alberta Education has developed the following documents:

Parents' Guide 2020–2021 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

Get the Facts: Back to Class for 2020–2021
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

We will be implementing several strategies to keep students and staff safe. These strategies include:
- cohorts
- screening for illness
- strict illness protocols
- handwashing and sanitizing
- cleaning standards
- physical distancing
- personal protective equipment (PPE) and masks

As well, students will receive regular instruction about proper hand washing techniques, respiratory etiquette (coughing or sneezing into their elbow), staying home with signs of illness, how to properly use a mask and how to identify symptoms of COVID-19.

Cohorts

Each student is assigned a homeroom cohort. In the event a cohort has more than one teacher, the teacher will move and the students will remain in the classroom. This cohort will practice physical distancing as much as

possible, however, our classrooms don't allow for being 2 metres apart. Students will have a seating plan in classrooms. Cohorts will allow for efficient contact tracing should someone become infected.

Screening for Illness

Before leaving home each day, staff and students must self-screen for symptoms of COVID-19 using the screening tool found here and posted on the school website. As well, a copy of the screening tool will be sent home to each family. Anyone that reports symptoms must stay home and seek health care advice as appropriate. Staff members, parents, students, and visitors should not enter the school if they have symptoms of COVID-19.

Illness at School

Following provincial health protocols around illness is a key strategy to slow down or stop the spread of COVID-19. We all must do our part and stay home when we are sick. Children must **not** be sent to school if they are feeling sick. If a student develops symptoms while at the school, the student will be moved to our designated isolation area outside the office next to the gym. The student will be given a non-medical mask. The parent will be notified to pick up the child immediately. Parents must have an emergency back up plan in place to ensure their child can always be picked up in a timely manner.

Any student with a pre-existing health condition that causes symptoms of illness should be tested for COVID-19 at least once before they return to school. A negative test would help show that their symptoms are related to their pre-existing condition, and not to an illness. This would establish what their baseline for being healthy looks like. Families should notify their school about any pre-existing condition and the symptoms it causes. As long as these symptoms remain the same, the student can attend school. If symptoms change or worsen, the student will need to leave the school, follow illness protocols and have another COVID-19 test to determine if the symptoms are still related to the pre-existing medical condition. If the test is negative, the student may return to school. Families can learn more about COVID-19 testing and book a test online through Alberta Health Services.

If there is a COVID-19 case in the school:

- The zone medical officer of health will work with school authorities to quickly:
    - identify cases
    - identify close contacts
    - create isolation measures when needed
    - provide follow-up recommendations
- A COVID-19 case will not automatically lead to school closure. It could be that only the group of students and staff who came in close contact will be required to stay home for 14 days.
- Parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person.
- Each school authority will support students and staff to learn or work at home if they are required to self-isolate.

Student Absences

If your child will not be in attendance at school, we require you to report the absence. You can do so in the following ways: you can download the SchoolMessenger app on your phone, go to go.schoolmessenger.ca or

call 1-844-260-7166 and follow the prompts. Please note that the office is not open until 8:30 am. If you call the school prior to 8:30 am, please leave a message on the answering machine.

As attendance is a requirement under the School Act, Section 13(1), we encourage you to ensure that absences/lates are kept to a minimum. If absences/lates mount, we will be contacting you to discuss the importance of attendance and its impact on your child's education.

Hand Washing/ Sanitizing

There will be several hand sanitizing stations throughout the school including at each entrance and exit and outside each classroom. Staff, students, and visitors are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom. As usual students will be expected to wash their hands before and after eating and using the washroom. There will be additional scheduled times today to practice proper hand washing using soap and water.

Enhanced Cleaning Practices

There is increased frequency of cleaning and disinfecting of high-touch areas inside and outside the classroom. Our caretaking hours have been increased from 5.5 to 8 hours for the 2020-2021school year. All carpets and soft furnishings have been removed from classrooms. Extra furniture and other items have also been removed to create more space to allow for better physical distance.

Personal Protective Equipment (PPE)

As announced by the Alberta Government August 3, all staff as well as students in Grades 4-12 are mandated to wear a mask when they leave the classroom (hallways/common areas) or when they cannot physically distance within the classroom. It should be noted that none of our classrooms allow for physical distancing of 2 meters. Grade 3 students are strongly encouraged to wear a mask. K-2 students are welcome to wear a mask. Each student in K-6 will be provided two reusable masks.

Outdoor Classrooms

As the weather permits, some grades will be taught outside. Over the past year, the Sunnyside School Parent Council and the Sunnyside School Community Association have been looking at various options to allow students to better learn outdoors. We are hoping to create some spaces this fall that will make it easier to learn outside. As well, students will have access to increased physical activity on our beautiful playground and we'll make good use of the wide open spaces our school yard provides.

Social/Emotional Learning

The social emotional well being of our students is at the heart of our planning. We know how essential the work we've been doing around wellness is to our mental health and we will continue to embrace this philosophy. Changes to some of our initiatives will be made to accommodate social distancing, but we're committed to finding creative ways to be well.

Technology

All students in Grades 3-6 will have access to a chrome book that is not shared with another student. These

chrome books will be regularly sanitized. Parents will need to participate in an online information session about how to log onto the chrome book, how to properly care for the chrome book, and how to use Google Classroom before the chrome book can be taken home should we shift to scenario 2 or scenario 3. Chrome books will not go home in scenario 1 unless registered families have opted to learn at home.

Communication

Sunnyside School families will continue to receive important information through email and synervoice. It is essential that your contact information be accurate. Contact the school office to make changes when necessary. Information will be sent via email and will also be posted on the school website. Parents are responsible for checking their email regularly. The preferred method of communication between parents and teachers is through email to reduce paper going between home and school.

The 2020-2021 school year has several changes to procedures. It is imperative that families plan ahead and avoid last minute changes, particularly at the end of the day.

Parking/Bus Loop

The south parking lot will be reserved for staff to enable a drop off loop in the north parking lot. Please do not enter the south approach or drive through the bus loop. Our buses are equipped with cameras and passing a stopped bus that is unloading children is subject to a large fine.

Morning Drop off

Morning supervision will begin at 8:15 am**.** Please do not drop your child off before this time. Parents dropping off students will enter through the north approach and will drop students off behind the preschool building by the gate. We will unload one vehicle at a time. Children will enter the playground through the gate behind the preschool and will proceed to the main entrance (north). Students will be let in the building by a supervisor to put their backpack in their locker and will immediately go outside to their meeting place. Students should be dressed for the weather when arriving at school. When the bell rings at 8:30, teachers will meet students at the designated outside meeting point for attendance and classes will proceed with a staggered entry into the school.

Upon arrival at the school, bus students will remain seated until met by a supervisor and walked into the school through the main entrance (north) to put their backpack in their locker and will immediately go outside to their meeting place. Students should come off the bus dressed for the weather. When the bell rings at 8:30, teachers will meet students at the designated outside meeting point for attendance and classes will proceed with a staggered entry into the school.

Students who arrive after the class has entered the school and the day has started should ring the bell at the main door and wait to be let in at their classroom's entrance.

Parents and non-school aged siblings are not allowed to enter the playground during the school day as we have created a schedule to keep our numbers within guidelines.

The following chart shows the meeting place for each class.

Grade	Meeting place ***every*** day students attend
Kindergarten	playground
Grade 1/2	STUMPTOWN
Grade 3/4	Tarmac (basketball hoops)
Grade 5/6	Classroom meeting place by the tree

Afternoon Pick up

Bus students line up in the hallway based on loading the back of the bus first whenever possible. Names are placed in the hallway of the school so each bus student knows where to stand as they prepare to load. A supervisor will lead students through the south exit in the order of buses 1-3.

Bus families will receive additional information from the Palliser Transportation Department regarding sanitizing practices and protocols.

Pick up students are grouped together in families and carpools. All students will wait outside with a supervisor at the pick up/drop off gate. Parents will not enter the school to meet their children. Students will be ready for pick up at 3:20. Please make arrangements to have your child picked up by 3:30.

Parents picking up students before the end of the day should call the school office and a staff member will escort the student out to the parking lot.

School Busing

Each student riding the school bus is expected to follow the school bus rules posted in each bus and on The Palliser School Division's website. Failure to do so could result in suspension of bus privileges. Please discuss these rules with your child.

Students who exhibit any symptoms of COVID-19 must not ride the bus. Students will have the opportunity to sanitize their hands when getting on the bus and will be seated back to front in the order that they are picked up. There will be a seating plan and families will be seated together. Grade 4-12 students riding the bus will be required to wear a mask. Students in K-3 are encouraged to wear a mask on buses. Bus drivers *may* wear shields when loading/unloading the bus. Parents will receive further communication about bus protocol from their bus drivers and Transportation Services Supervisor, Dave Shaw.

Due to COVID-19, the ride-along program will be suspended indefinitely and the Palliser transportation department will only offer busing to and from the same location of the funded student. There will be no exceptions. This rule is in place to limit exposure to the bus cohort.

If your child will not be taking the bus home, parents must contact the school and the bus driver. Please email your child's teacher and cc administrative assistant, Cassie Koopmans. **If we have not received written notice or a phone call, students will be placed on their regular bus.**

Gym/Learning Commons

As our families know, Sunnyside School has a very small gym that does not allow for physical distancing during physical education. As a result, we have decided that the gym will be repurposed for wellness (M/W/F) and kindergarten programming (Tu/Th). This space allows for 12 mats and will be used for yoga, reading spaces, rest and relaxation and individual leisure activities. Mats will be sanitized after each use.

Students will continue to receive regular physical education outdoors.

The learning commons will be used for small groups and will be cleaned after each group. Students will make book requests through the school website and Mrs. Hancock will sign out/deliver the books to students. Students in all grades will get 'book talks' and choose their books to take home that way. Books that are returned will remain out of circulation (minimum 72 hours) until they are safe to be returned to shelves.

Quiet Room/Treehouse Room

The 'quiet room' will be designated for Grade 3/4 (small group) use and repurposed as the Grade 3/4 teachers see fit. The treehouse room will be designated for the Grade 5/6 (small group) homeroom cohort. The common space at the south end of the school will be designated for Grade 5/6 overflow. All spaces will be sanitized between groups.

Recess/Lunch

Classes are grouped into playground cohorts to allow for staggered recess/lunch. Our playground cohorts are as follows:

There will be a scheduled 15 minute morning and afternoon recess for each group. Lunch is 45 minutes to eat and play.

Students eat at their own desks in their classrooms. There are no microwaves. Please pack food items that your child can open independently as well as any cutlery that may be required. Parents are encouraged to pack a "litterless lunch" and students should take home their own garbage/waste/recyclables.

The hot lunch program is suspended until further notice. No outside food will be allowed to share with others. (i.e classroom parties/birthdays etc)

Parents in the School

Parents will only be allowed to enter the school out of necessity. When necessary, parents will only be able to enter the office only and must wear a mask. All parents entering the school will be required to sign in. Hallways and classrooms are off limits to parents. If you need to visit the school, please contact the office to make arrangements.

Volunteers in the School

Due to COVID-19, volunteers will be used only out of necessity for the 2020-2021 school year. All volunteers who work alone with students are required to have a Criminal Record Check on file at the school. This requirement applies to parent volunteer drivers. CRC Request forms are available in the school office. Volunteers are required to sign in at the office before helping in a classroom.

School Supplies

Each student is provided with a clearly labeled container of supplies. These supplies are not shared. We have purposely kept the supplies to a minimum. Please do not send extra supplies to school to be kept in the locker, backpack or classroom.

All students will need to bring a filled water bottle to school every day. In inclement weather, students will need a pair of clean shoes to wear inside. Students in Grades 3-6 will also be required to bring their own earbuds/headset. Students in Kindergarten-Grade 2 are asked to bring a small ziplock bag of playdough for individual use.

Lockers

Each student will receive their own locker to keep personal belongings. Locks are not permitted. Lockers are clearly labeled and are sanitized on a regular basis. Please keep the lockers free of pictures/decorations to allow for easier cleaning on the inside.

Standardized Testing

Grade 6 students in the Palliser School Division will not write Provincial Achievement Tests (PAT) for the 2020-2021 school year.

Student Evaluation

Report cards will be issued three times in a school year. The report card is a formal summary of a student's current academic achievement, work habits, and citizenship. It is only one form of communication about student achievement. As well, we have two formal opportunities for parents to virtually meet with their child's teacher throughout the year, but recognize that it may be best to meet more frequently. Additional meetings can be arranged throughout the year as necessary by contacting your child's teacher. Due to COVID-19, we will be utilizing additional methods to reach out to parents including phone calls and Google Meets.

Student Phone Use/ Electronic Devices

The school requires that all personal phones belonging to students be turned off and stored in backpacks. Students not following this protocol will be required to keep their phones in the office for the day. Students are welcome to use the office phone to call parents; however, we request that it not be used to arrange playdates with friends after school. This practice creates problems with parent permission and end of the day arrangements. Parents are asked to make these plans at home the day before and provide a note to the school.

Students bringing electronic devices to school are required to turn them off and keep them stored in backpacks unless they have permission from a teacher to use the device for educational purposes. Students not complying with this policy will have their device kept in the office for the day. All field trips are electronic free.

Field Trips/School Wide Assemblies

Field trips and school wide assemblies/events are suspended until further notice.

Birthday Parties

Parents are asked not to distribute invitations for birthday parties at school. Each grade level will create a contact list for families that can be used for arranging playdates and party invitations. Families will be sent a form to complete and can choose not to share their contact information.

Cold Weather Policy

The general expectation is that all students go outside in all weather. To this end, parents should ensure that students are dressed appropriately while travelling to and from school and students should have the appropriate clothing to be outside in all weather. In the event of frigid temperatures and strong wind chills, the length of time students are outside will be carefully monitored and adjusted as necessary and outside supervision will be increased.

Building Security

Safety and security is essential and as such Sunnyside School is equipped with cameras. Both exterior entrances as well as the back of the building is monitored 24/7. The inside entrances and hallways are monitored only to maintain a safe and secure environment.

Both doors will remain locked throughout the day. Due to COVID-19, entrances and exits are clearly marked to accommodate physical distancing.

Fire / Lockdown Procedures

Regular emergency school drills are practiced throughout the school year. Everyone in the school, including visitors, must follow the procedures to ensure safety. In order to be prepared for any emergency drill, all people in the school must wear footwear during the day. We encourage parents to discuss this procedure with their children and help them understand its serious nature and the necessity to be prepared for any unforeseen incidents.

Emergency School Closure

Emergency school closure may be necessary for reasons such as extreme weather conditions, power failure, water or sewer problems, fire, or any other situation that may endanger the health or safety of the students and staff. When a decision is made by the Superintendent of Schools and/or his designate to close one or more schools, the decision will be communicated to parents through email, posted on social media and will be announced on Lethbridge radio stations.

Accidents at School

Occasionally accidents do occur, despite adequate supervision and guidelines. Parents will be contacted if medical attention is necessary. It is imperative that a valid emergency contact is available for each student. If neither contact can be made, the child will be taken for emergency care by a school staff member.

Student Insurance

Student accident insurance information is sent home with the students in early September. The program is voluntary and registration in the program and claims are made directly to the insurance company. Claim forms are available at the school office.

School Pictures

Each year, Lifetouch Canada Inc. comes to our school to take student pictures. Please refer to newsletters for dates for pictures and retake information.

Early Learning Program Fees

The fee for Sunnyside Early Learning Program is $80 per month for two half days of programming each week. This year parents are able to pay fees online using SchoolCashOnline.com. Alternatively, a series of post-dated cheques should be made payable to The Palliser Regional School Division and dated for the first of each month. Receipts will be issued after cheques are deposited.

School Fees

School fees are assessed to assist in paying for technology and special projects. This year, we have added a school supply fee in lieu of parents purchasing their own supplies.. Please submit the fees during the first two weeks of school. Payments can be made using SchoolCashOnline.com. Elementary textbook rental fees are waived by Palliser Regional Schools for this school term. The following fee structure will be in effect for the 2020-2021 school year:

	Kindergarten:	Grade 1 – 6:
Palliser Technology User Fee	--------	$35.00
Special Projects fee	$10.00	$10.00
School Supply fee	$15.00	$25.00
	$25.00	$70.00

School Council

School councils are collective associations of parents, teachers, principals, staff and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and enhance student learning. All Sunnyside School parents are members of the school council. A school council is a means to facilitate cooperation among all the concerned participants in the local school. School councils are in an advisory capacity to the principal. Sunnyside has a School Council Policy Handbook available at the school office. Elections are held yearly, at the General Meeting for the positions of President, Vice President, Secretary, and Treasurer.

The school council will meet virtually for the 2020-2021 school year at 4:00 on the first Wednesday of each month throughout the school year. The link to the Google Meet will be emailed to parents. Once the minutes have been approved, they will be posted on the school website.

Family School Liaison Counselor

The Family School Liaison program provides professional counsellors to support the needs of students and their families throughout the Palliser Regional School Division. Family School Liaison counselling services provide a liaison between the home and school as well as individual counselling to deal with a range of issues that may include: grief/loss, separation/divorce, self-esteem, mentoring/positive role modeling, attendance issues, parent/child conflict, violence, abuse, depression, anxiety/worry, anger/aggression, peer/friendship issues, self-concept, interpersonal conflict, problem solving. Referral information is also provided to those wishing to

access alternate community services and supports. Counselling services may be initiated by a referral from the classroom teacher or administrative staff or by parents or students. Counselling services are confidential.

Substitute Teachers

When regular classroom teachers are absent from school, substitute teachers are hired in their place. All substitute teachers are drawn from a pool of qualified teachers identified through The Palliser Regional School Division office.

No Smoking Policy

The Board of Education designates all school buildings and grounds under the jurisdiction of The Palliser Regional Schools Division to be smoke-free.

Community Use of School

All community indoor use of the school is currently suspended.

Medication

Doctors may request that prescription medication be administered to a child during school hours. Such requests shall:

1. Be of such a simplistic nature that a layperson (e.g. teacher, assistant, secretary, etc.) could successfully perform the function;
2. Ensure prescribed medication is provided to the school in the original prescription container;
3. Be in writing issued by a medical practitioner or pharmacist;
4. Specify the time(s) at which such medication should be administered;
5. Specify the dosage and method of administration;
6. Include storage instructions (including the need of security, refrigeration, etc.);
7. Specify the duration of the treatment;
8. Outline procedure to be followed in case of suspected adverse reaction;
9. Include instructions on the use of an Epi-pen (or similar);
10. The parent/guardian of the student completes the Release of Information from Health Service Providers form, as necessary. The Request for School Assistance to Administer Medication form shall be used for this purpose.

Bullying Policy

The Palliser Regional School Division has implemented a policy dealing with bullying. Bullying behaviour is not acceptable. All members of the school community have a responsibility to create an environment that is characterized by an absence of intimidating or threatening behaviour. We encourage all students and parents to inform school staff when they become aware of bullying incidents occurring in the school community.

Sunnyside School Bullying Statement

Sunnyside School is striving to become a Bully Free Zone. We respect individual differences and personal space. We encourage interaction and inclusion. Tolerance of emotional, physical and verbal bullying will not be accepted.

Threat Assessment Procedures

Definition - A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written or symbolic (for example, motioning with one's hand as though shooting at another person).

1. At Sunnyside School, **all threats will be taken seriously** and will be assessed accordingly.
2. Any person having knowledge of high-risk behaviour or having reasonable grounds to believe there is a potential for high-risk behaviour shall promptly report the information to the school principal.
3. The principal shall identify and confirm the problem/event and gather as much information as possible.
4. The principal will determine the degree of impact on the school to decide if the threat is worrisome or warrants invoking the High-Risk Protocol procedures.

High-Risk Threat Assessment Protocol

a) The student exhibiting the behaviour shall be escorted to a safe, supervised area. When this is not possible, the safety of other students and staff shall be ensured in accordance with the individual school safety protocol.
b) One or more members of the Threat Assessment Team may also be contacted by the principal. When the protocol is activated, parents will be notified at the earliest opportunity by one of the Threat Assessment Team members.
c) Police involvement and suspension from school may happen.

Bell Times

Monday-Thursday

Warning bell	8:27 am
Classes begin	8:29 am
Recess	Time will vary for each class to accommodate physical distancing
Lunch/Recess	11:40-12:45 pm (staggered to allow for physical distancing)
Classes resume	12:45 pm
Recess	Time will vary for each class to accommodate physical distancing
Pick up	3:20-3:30
Bus dismissal	3:30 pm

Friday

Warning bell	8:27 am
Classes begin	8:29 am
Recess (15 min)	Time will vary for each class to accommodate physical distancing
Pick up	12:20-12:30
Bus dismissal	12:30 pm

Important:

a) Bell will ring for dismissal at **12:30 p.m. on Fridays**.

b) Kindergarten classes operate Tuesdays and Thursdays as well as Wednesdays starting in April.

c) ELP classes operate Monday/Wednesday mornings from 8:45 to 11:45 a.m. and Tuesday/Thursday mornings from 8:45 to 11:45 a.m. **The doors to the ELP will remain locked until 8:45:**. Busing is not provided for Early Learning students.