



**Vauxhall Elementary School**  
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***Inspire Us and We Will Inspire Others.***

Dear Parents,

Wow! These continue to be challenging times, but we have much to be thankful for in our community and together I believe we can meet the challenges safely. I thank our staff and community members for their patience as we navigate these uncharted territories. Always, the central focus of our Vauxhall Elementary Staff team is to do what is best for our students. We really care about our students and everything we do is with their well-being in mind.

As announced by our Minister of Education, we will be returning to in-class learning. The guidelines we have set forth allow for a cautious reopening of schools. On the following pages, you will find our Vauxhall Elementary specific re-entry plan. We will continue to evaluate our plan as guidelines are adjusted. This means that the plan below is tentative and could change at any time, should the AHS guidelines change.

Please note the following:

- WE MISS OUR STUDENTS AND ARE EXCITED TO SEE THEM AND HELP THEM LEARN!
- Our adjusted timetable will accommodate cohorts of students.
- Desks have been placed in classrooms allowing for the greatest possible physical distancing.
- We will do our best to make necessary adjustments fun for kids by making the new rules like a fun game and an adventure. (We have something special planned!)
- Students who become ill and are required to stay home will be able to access class materials through Hapara. Digital assignments will continue to be accessed at home for students who are ill.
- Parents may come into the school by appointment only. Please call or email the school to make your appointment. For the protection of our staff and students, we appreciate you wearing a mask if you visit the school.
- **First Day Photos:** We have arranged for “first day” teacher/student photos which we will email to parents.
- We understand these are difficult decisions for parents and you must do what is best for your child. Please be in contact with Mrs. Skretting if you are thinking of Schooling at Home or want to explore how we can provide a blended program or late entry for your child. We are committed to working with you.
- You can refer to our [VES year calendar](#) for important dates this year.
- Kindergarten students will receive a letter soon letting you know your teacher and which days they will attend.

Best,  
Sharon Skretting, Principal, VES



## Vauxhall Elementary School Re-entry Plan

*Keeping each other safe as we learn and grow together*

This plan has been developed following guidelines provided by the Province of Alberta <https://www.alberta.ca/guidance-documents.aspx> and Horizon School Division <https://www.horizon.ab.ca/>. It is important to note that we will be reviewing this plan and will provide updates as deemed necessary. As new research and AHS guidelines become available we will be updating our plan. Please feel free to ask questions and provide input as we journey through this together. Open communication is very important to us in ensuring our students' success.

### **PARENT COMMUNICATION**

As guidelines change, we will do our best to keep you informed through school messenger and please remember to refer to our [VES Website](#) for the most recent updates to this plan.

We also request that you confirm your plans for the fall by please filling these quick surveys:

*Parents who have not yet completed the **bussing survey** are asked to do so here: <https://bit.ly/2DLai51>*

To confirm Horizon attendance this fall, here is the survey link: [https://bit.ly/confirm\\_attend](https://bit.ly/confirm_attend)

*(If you have already completed these surveys, please disregard)*

### **EXPECTATIONS FOR DROP OFF/PICK UP AND ENTRY AREAS AT SCHOOL**

- **Staggered entry schedule:**

We will have a staggered entry on the first week of school this year:

- **Our grades K - 3 students will attend on Monday, August 31 and Tuesday, Sept. 1.** (Kindergartens are having orientation with parents bringing in their child on those days).
- **Kindergarten and grade 4-6 students will attend Wednesday, Sep. 2 and Thursday, Sept. 3 (first actual days for kinders)**
- **Everyone attends on Friday, Sept.4.** This schedule will allow for thorough orientation sessions and welcoming back activities.
- **Parent Access:** Parents may enter the school by appointment. Please call or email ahead, if you need to enter the building or wish to speak with a staff member and we will arrange it.
- **First Day Photos:** Due to limited parent access, we have arranged for "first day" teacher/student photos which we will email to parents.

- Students will not be allowed into the school prior to 8:20 am each day.
  - Parents of town students please plan for students to arrive after 8:20 am so they may proceed into the school as they arrive rather than gather at entrances. We appreciate your help to manage this .
- **Late Drop offs** [Horizon safety guidelines \(p. 11-12\)](#): **If a student is being dropped off at a later time the parent should call the office and provide information regarding the late drop off. Do not enter the bus loop until after 9:30 am.** Students may be dropped off at the North sidewalk and enter through the front main door. The secretary will meet the child at the front door and ensure proper sanitization occurs. The same process is to be used if you need to pick up your child during the school day. After school pick ups must remain in the parking lot and wait for your child to meet you on the North sidewalk. Students will exit the building at their designated door and then walk to the North sidewalk to be picked up. Do not enter the bus loop.

## STUDENT TRANSPORTATION

### [Horizon safety guidelines \(p. 20-22\)](#)

- **Bussing:**
  - Where possible, it is encouraged for parents to drive their children to school to allow increased social distancing on busses. When dropping students off, **do not enter the bus loop**. Students may be dropped off at the North sidewalk and enter through their designated door (see below)
  - Busses will have assigned seating. Students will be grouped with other family members and fill the bus back to front.
  - Busses will arrive at staggered times to eliminate crowding at school doorways.
  - Bus dismissals will be staggered by grade at the end of the day with younger students dismissed first to allow them more time. Grades will leave the building at their grade designated entrance/exit doors and proceed to busses.
- **Morning/ After School:**  
To avoid line ups and promote social distancing, different grades will enter and exit through their assigned doors:  
**Kindergarten - northwest doors**  
**Grade 1 - main central doors**  
**Grade 2-3, northeast doors**  
**Grade 4 -5 - middle/south door**  
**Grade 6- south doors**
  - This will also avoid crowded doorways and hallways. Each entrance will be supervised by staff members and will require students to sanitize before entering.
  - Students will **go directly to their classroom** (while ensuring physical distancing). Students and staff are expected to sanitize upon entry to the classroom.
  - Teachers will allow staggered locker use only a few students at a time to allow for social distancing. Teachers/staff will direct students as to when they may have access to their lockers.
  - Students will take their lunch and any books they need into the room with them to

lessen the need for locker access during the day.

### **End of the Day Student Pick up**

- After busses leave, student dismissal will be staggered by last name. Parents who are picking students up will have all their children being dismissed at the same time for timely pick up. They may drive through and pick them up at the north sidewalk, then leave so as to leave room for the next group of dismissals. We will post this schedule to our website before the first week of school. Parents will not be allowed in the school for after school pick up unless there are special circumstances. Please call the school if there is a special circumstance that needs consideration.
- For midday pick ups, please call the school in advance and we will send your child out to you upon your arrival.

## **GENERAL BUILDING SAFETY**

### **[Horizon safety guidelines \(p. 6-9\)](#)**

- **Keeping our hands clean!**
  - Hand sanitizing stations will be set up at each school entrance door as well as by the door of each classroom.
  - Each student will be supervised to sanitize their hands at the sanitization station at the entrance before proceeding into the building and/or classroom.
  - Social-distancing expectations are in-place which means that students must remain 6ft apart if there is a line while waiting to sanitize.
  - Staff will also always sanitize hands before entering the school and/or classrooms.
  - Good hand hygiene will be taught and practiced the first week of school and promoted from then on by teachers and all staff. Posters will be placed at washrooms, water fill stations/fountains, and at each classroom will be pointed out. Students will be supervised and/or assisted to wash and sanitize.
  - Students will also sanitize when they arrive at school and before they go home
  - Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions
  - Before eating and drinking
  - After using the toilet
  - After playing outside
  - After sneezing or coughing into hands
  - Whenever hands are visibly dirty
- Custodians will be on site during the hours of 10 am to 1 pm to:
  - Open doors for recess to avoid students having to open them
  - Clean high contact surfaces including but not limited to water filling station/fountain knobs, (fountains will be closed), washrooms, shared equipment, door knobs,etc.
  - Staff will also help keep commonly used surfaces and shared items clean during the day.

## SCREENING

### [Horizon safety guidelines \(p. 9-10\)](#)

#### Student Screening

- **Each day students are expected to be screened at home** by parents, prior to coming to school, using the questions on this [Daily Screening Tool](#) or [Appendix 4](#):
  - Copies of this screening tool can also be found in this package. See the appendix pages at the back of this guide.
  - If a child arrives at school, the parent is saying that they have gone through the screening process and their child is safe to attend school.
- **Pre-existing Symptoms**
  - The secretary will keep a record of student symptoms when parents call in.
  - Students are required to get a COVID test or doctor's note to show symptoms are not COVID related. See [Appendix 2](#)

## EXPECTATIONS FOR VISITORS

### AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL

### [Horizon safety guidelines \(p. 9-10\)](#)

#### Visitor Screening

**We encourage all parents and visitors to make an appointment prior to arriving at the school.**

- Our doors will be locked once the students have entered.
- Visitors will use the front door after ringing the doorbell and the secretary will meet them at the entrance with screening questions.
- Those with any symptoms or contact with those showing symptoms will not be allowed in the building. Please see our [visitor log](#) for this process.
- Please remember to bring a mask with you. Everyone must wear a mask and sanitize their hands before entering the school.
- A [record](#) of **all** visitors will be kept.

## COHORTING

- A cohort is a group of students and staff who remain together. Building cohorts allows for easy contact tracing and limited contact within the school setting. Students will remain in their cohort as much as possible. Due to the nature of some classes (i.e. gym and music) there may be a small class cohort and a larger cohort of 2 classes in the same grade. This will allow, for example, all grade 1s to be in a common area of the playground for recess and maintain friendships in a grade. Grade levels may not intermingle with other cohorts.

**Assigned Seating --**

- **Assigned seating will be mandatory in all classes.**
- Flexible seating may be an assigned option for optimal learning but this will happen on a weekly basis and be disinfected prior to a new student using the seating option.

**Recess and Breaks --**

- We will use staggered dismissal times for recesses, breaks and lunch times and end of the day.
- Each cohort then will be assigned to a designated area of the playground for the week.
- The designated play areas will rotate each week so students will have access to all areas several times over the course of the year.
- During gym classes, teachers will teach children social distancing games and activities that they can do at recess and/or how to use equipment in ways to minimize contact.
- We may be using a check out system to check out individual pieces of equipment (ie. skipping ropes) for recess time. All equipment will be sanitized before allowing it to be used by someone else.

**PHYSICAL DISTANCING****[Horizon safety guidelines \(p. 11- 15\)](#)****Hallway Traffic**

- Hallways will be marked to guide students of one-way traffic as much as possible.
- Physical distancing of 2m is encouraged whenever possible and is designated by floor decals.
- We are also using the floor decals to make a game of the social distancing experience.
- We have marked our schedule so only one cohort should be in the hallway at a time.

**In Class Seating arrangements:**

- As much distance as possible will be maintained between desks in the classroom.
- Desks will be arranged in rows so that students are never facing each other.
- Students and staff will sanitize hands before entering and exiting the classroom.
- When face to face instruction is needed a plexiglass shield will be used
- When it is not possible to help or instruct students at a 2 meter distance, teachers/assistants will sit side to side and masks are highly recommended and provided.

**Masks:**

- Masks are effective when physical distancing is not possible. The new guidelines set forth by our Education Minister and Chief Medical Office state that masks will be mandatory for school staff and gr 4-12 students when physical distancing can not be met.
  - Students and staff will be required to wear masks in common areas (e.g. hallways) and on buses
  - When seated in classrooms with physical distancing to the best of our ability is in place, masks will be optional
  - When physical distancing is not in place (e.g. face to face discussion under 2 meters) masks would be required, even in classrooms
- Mask use will be optional for K to grade 3 students

- Masks will not be required during gym classes as students will be distanced and outdoors unless the activity cannot maintain distancing, ie. basketball.
- Students will be provided 2 reusable masks from the Government of Alberta to be used either one for morning and one for afternoon or used on alternating days, whichever you prefer. Please ensure that your child has a clean (laundered)/sanitized mask(s) for each day.
- In younger grades, we have done our best to organize classes allowing for physical distancing but there may be times where a student would prefer to wear a mask. Masks will be worn by teachers when working closely with students.
- Students will be provided with a safe, clean place to keep their masks when not in use in the classroom.
- AHS guidelines for masks may change and we will follow those guidelines as they evolve.

**Sanitization:**

- Sanitization supplies will be available in every classroom.
- Students will sanitize their learning area at the beginning and end of each class, even if students remain in the same room they will still sanitize as a preventative measure.

## RESPONDING TO ILLNESS

### [Horizon safety guidelines \(p. 17-18\)](#)

- **At School Sick protocol**
  - **School Staff will ensure protocol is completed when a child becomes ill at school.** Please see [Appendix 3](#) for this process. The school principal will follow-up with the family for additional steps (Ten days away from school/ COVID testing/ plans for continuing learning.) Parents are asked to inform the school if their child tests positive for COVID.
  - \*Please note: If parents can't come to pick up the child, they must have an alternative plan for someone else to pick them up within the hour.
- **If a staff member becomes ill**, most often a substitute teacher will be called. Another staff member will supervise the class until the substitute arrives. **The ill staff member will leave the school immediately.**
- **In both cases all areas where the child or staff member has been will be sanitized.** All disposable PPE will be discarded. Any staff who had contact will be asked to wash their hands and sanitize.

## IN-PERSON LEARNING

Please refer to our the [HORIZON CONTINUITY OF LEARNING PLAN](#) for guidelines.

### Core Classes: LA, MATH, SOCIAL STUDIES, SCIENCE

- We will continue to emphasize deep learning in these four key areas of the curriculum with engaging learning activities and projects. When students are sick they will be able to access learning materials from home.
- We will continue to emphasize using conversations, observations and products to assess student learning and provide them with the feedback they need for their next steps in learning.

### Technology

- When considering the upcoming school year we had to plan to be ready for three different scenarios as outlined on [Horizon safety guidelines \(p. 4\)](#). After careful consideration, we decided as a staff to do two things that will help us move forward in the most manageable manner possible should we have to transition to scenarios two or three .
  - The first is we invested in **Chromebooks for every child**. This means student will not have to share, eliminating the need for different aged students to log in and out of their device. This will make it much easier both in the classroom and/or at home for students to just open their device and already be logged in for their assignments.
  - The second is we all decided to **use the same learning platform (Hapara) so that parents only have to get familiar with one learning environment for their grade 1 -**



**6 students.** Kindergarten will continue to be by email as their needs are different. We chose Hapara because:

- It clearly outlines the learning goal for parents,
  - The resources to explore are one click away
  - It shows students how their work will be assessed
  - It is easier for younger students to navigate and the new student dashboard helps make managing assignments easier.
  - It allows a single platform to integrate and manage multiple different learning experiences with a single sign on for students
  - It allows teachers to give effective feedback to students
  - It allows teachers to differentiate and design different learning experiences for different students according to their needs
  - It allows teacher to share units and workspaces which will help maintain continuity for students should there be teacher absences due to illness.
  - It allows students who may be home sick to easily access their learning materials from home.
- During the first few weeks of school, teachers will teach the students how to log in, how to access their learning environment, how to use their student dashboard, etc. so these things should be less of a challenge in a home environment.
  - **\*\*\*Please note:** Our use of technology does not mean that students will spend the majority of their time looking at screens. The technology will be mostly used to provide a central hub of access for resources and materials to learn. For example, in science, students may be building bridges as a project. They may go to their Hapara dashboard to find out the steps they are to take and how their project will be assessed, but the project itself will be hands-on learning. In writing, for example, the majority of students will still write in their paper journals. In order to minimize paper handling, however, students will be taught how to use their chromebook to take a photo of their work and upload it to their student dashboard to submit their work. Even young students have shown themselves able to do this.
  - We will also set up parent inservice on how to use Hapara. We are happy to help, just ask!

### **Other Subjects:**

#### **Physical Education**

- Our PE teachers have been working hard to design classes that are active but more independent. (ie. fitness goals, shadow tag, Simon Says, etc. )
- We will begin with all PE classes outdoors for at least the first two months. Students are encouraged to dress for the weather as all PE classes will be outdoors for September and October.
- When necessary, all shared equipment will be sanitized before and after each use and students will wash and sanitize hands before and after each use.

**Music**

- We will begin with music classes in the gym to allow greater social distancing with larger class sizes.
- We are looking at some great alternatives for music (eg. ukeleles, rhythm instruments, specdrums, music appreciation, etc.)
- Students will each have their own instruments assigned to them to play. We will not be sharing instruments.
- Any instruments touched will be sanitized between uses by different students.

**Library**

- Students will be taught and helped to use our new electronic library system from on-line to search and request books.
- Our Librarian will then deliver books to them in their classroom, gather returned books in a bin and share read alouds with the class in their classroom.
- Please ensure that books are returned on your student's scheduled library day as this will help us to gather the books and let them sit for a few days to ensure they are safe to handle before recirculating to other students.

**Shared items**

- Students will not be allowed to bring personal toys to school and there will be no sharing of personal items. Cell phones are discouraged at this time and not allowed to be used during the day, except by permission. If necessary due to family circumstances a cell phone may be kept in a student's locker during the day, but will not be allowed in the classroom, playground or used during breaks. If a student breaks this rule, the cell phone will be taken and parents will be contacted to come and get the cell phone.

**General Assemblies:**

- School assemblies or other large gatherings (e.g., concerts or dances, bbqs, etc.) will not be taking place for the time being. Virtual options will be explored and may be offered instead of in person gatherings, where necessary.

**FOOD SERVICES****[Horizon safety guidelines \(p. 17- 18\)](#)****Nutrition Program**

- Our nutrition program will see a few changes due to COVID-19 and the Chief Medical Officer guidelines. We are hiring a Food Services worker to prepare our breakfast program this year. Food preparation areas will only be able to be accessed by the Food Service Worker.
- Our Food Service worker will practice meticulous hand hygiene.
- For students who sign up, our Food Services worker will prepare and deliver individual servings of breakfast or lunch to student classrooms.

- Students will wash and sanitize their hands before and after eating.
- Students will eat at their desks which will be disinfected before and after eating.
- We may also serve pre-packaged or individually wrapped snacks.
- There will be no sharing of food at any time.
- Cutlery, napkins etc will be given out to children instead of allowing them to choose their own items.

### **Snacks and Lunch Breaks**

- No snacks will be allowed on the playground.
- Students will wash their hands before and after eating snacks
- Teachers will allow students a brief time to have their snacks before or after recess, depending on how it best suits their schedule and is the least disruptive to learning.
- Lunch will be eaten in each classroom as it always has been and will be supervised by teachers. Desks will be sanitized before and after lunch.

### **Water Fountains**

- The water fountains with mouthpieces will be closed. Water bottles filling stations will be open and students give the opportunity to fill up. Water bottles will be taken home each day. **At home, they should be cleaned, sanitized and filled with water for the next day.**

### **Hot Lunches**

- Hot lunches will not be able to be done until further notice. We hope this can return at a later time during the school year. We will keep you posted!