

August 27, 2020

Dear Legal Families:

As we approach a new school year in unprecedented circumstances, we wanted to provide some additional assistance to our families as it relates to the preparation to the beginning of the school year as well as what to expect once you return to school. As a school administration team and staff, we firmly believe in the importance of our partnership between our school and the home. As we are one week away from our staggered entry, we are sharing some important information for our parents.

Welcome to our new staff at Legal School:

I'd like to take this opportunity to welcome our new staff this year:

- Sheri Crowston - Vice Principal, Grade 1/2 teacher, Learning Support Facilitator
- Tracy Delhez - Counsellor (Mondays and Thursdays)
- Kerry Knight - Office Administrator
- Ashley Pelletier - Grade 2/3
- Estelle Plamondon - Grade 5/6 (Tuesdays and Thursdays). Mr. Paik will still be teaching Monday/Wednesday/Friday. He has accepted the position of Hockey Academy teacher at Saint Kateri Tekiwitha and G.H. Primeau Schools in Morinville. He will continue to teach our hockey option as well.
- Regina Hopkins - EA
- Elizabeth Feltham - EA
- Cathy Crane - EA
- Eileen Borchurt - Speech Language Pathologist Assistant
- Mrs. Doehring has accepted the position to teach the online grade 4 class for our division so we will be hiring a new grade 4/5 teacher soon.

Staggered Entry for Kindergarten - Grade 9

- **August 31, 2020:** Only students who have last names beginning (A-K) will attend school on this day.
- **September 1, 2020:** Only students who have the last names beginning (L-Z) will attend school on this day.
- **Regular Classes** - September 2, 2020: Regular classes resume on this day.

Please Note - PreKindergarten students do not start until September 8
Online students will not start until September 8.

Legal School Preparation for Return:

- Our school has been thoroughly cleaned
- All soft furnishings such as fabric chairs, couches, rugs, pillows, etc. have been removed
- Day time custodial hours have been increased to sanitize high-touch surfaces during the day and cleaning/disinfecting of high-touch areas is being done more frequently
- Hand washing/hand sanitizing stations have been installed at school entrances, exits, classroom doors and other high traffic areas.
 - Everyone is required to wash/sanitize their hands before entering the building or any classroom.
- Signage has been placed throughout the school promoting proper hygiene and respiratory etiquette.
- Students are encouraged to stay physically distant in hallways and hallways have been marked to keep students to the right at all times.

Before you come to School (see the [GSACRD Parent Guide](#))

- Parents will need to go through the [COVID checklist](#) each morning before sending child/ren to school. **If any symptoms are present, you must stay home.**
- Staff, students, parents, or family members must not enter the school if they:
 - Feel sick or have symptoms of COVID-19
 - Had close contact with someone who is ill with cough and/or fever
 - Have anyone in the household who has been in close contact in the last 14 days with someone who is being investigated or confirmed to have COVID-19
 - Have traveled outside of Canada in the last 14 days
 - Had close contact with someone who has traveled outside of Canada in the last 14 days and who is ill.

● **Pre-Existing Medical Conditions:**

- If a student has symptoms related to allergies or a pre-existing medical condition, the student should be tested at least once before returning to school and have a negative COVID-19 result.
- Parents should notify the school of students' pre-existing conditions and symptoms. These symptoms would be their baseline health status. As long as the symptoms are always the same and do not get worse, the student can attend school.
- If you get a doctor's note, please email a copy of it to the school office at kknight@gsacrd.ab.ca.
- If your child should become ill during the day, we will isolate him/her in the office and call the parent immediately. If possible, we will ask your child to wear a mask while waiting for you. **Please make sure that you've provided us with your most recent contact information.** Anyone who reports symptoms is directed to stay home, seek advice from a healthcare professional as appropriate (e.g., Call Health Link 811 or your primary health care practitioner, or 911 in an

emergency). All parents and staff should use the [AHS Online Self-Assessment tool](#).

- If your child tests positive for COVID-19, Alberta Health Services will take over and direct us as to the procedures we need to follow.

Mask Usage:

Mandatory for staff and students (Grades 4-9) and optional for students in PreK-Grade 3.

- Mask use will be required (Grades 4-9) whenever and wherever students are instructed to wear a mask
- Masks will be required in areas where 2m distancing between individuals is compromised, for example, in the hallways.
- Masks are required:
 - In the classroom when close contact between students, or students and staff, is occurring and as directed by the teacher.
 - On the bus at all times and during embarking and disembarking from the bus
 - In hallways and entry/exit points
 - In washrooms
 - In common gathering areas
 - In the office
 - And in any areas that clearly indicate (by a sign) that masks are required.
- Due to safety and AHS guidelines, lanyards, chains, cords, etc. cannot be attached to masks. Masks should be placed in a bag or container when not being used.

Arriving at School Procedures:

Students should not arrive at school prior to 8:20 in the morning as we will not have supervisors on duty until 8:20. Each division has its own entrance just as they have had in the past (on 46th Street). Students will not be able to enter through the front doors unless they arrive after 8:29am. Students will not be allowed to play on the playground equipment in the morning. As soon as students arrive, they will go to their designated door and line up where they will wait to be directed by a staff member to enter the school. We will try to have students enter as they arrive to help alleviate crowding in the hallways. Students are expected to go straight to their classroom and not mingle in the hallways.

Arriving Late Procedures:

If you arrive at school after 8:29, please come to the front door and ring the doorbell to be let into the school. All parents and visitors to the school need to make appointments to visit the school. If your child forgets their lunch or you have other items that you need to drop off, please call the school at 780-961-3791 to set up a time to drop off the item in the office. We will deliver the items to your child for you. Similarly, if you need to talk to your child in person, please call the office and we will have your child come to the office to meet you. Parents will not be able to go to the classroom without an appointment.

Dismissal Procedures:

At the end of the day, we will dismiss bus students a few minutes prior to students who walk or who are driven to and from school. Again, this will alleviate congestion in the hallways and at the exits. Students will be expected to leave from their own division door. Students will not be permitted to leave through the front doors. We are trying to keep children in their cohorts and cannot have children from multiple cohorts leaving through one door. Please pick up your child on 46th Street. Older siblings will not be permitted to pick up younger siblings in the school. The older student will need to exit out of his/her door and walk around to the younger sibling's door.

Visitor Procedures:

At this time, as per AHS guidelines, parents and visitors are not permitted in the school without an appointment.

Lunch Procedures:

Students will eat lunch in their classrooms. Microwaves are not allowed at this time. Students will not be allowed to go home for lunch or to leave the building at lunch and during breaks at this point in time.

Lockers:

At this time, students will not be allowed to use lockers. They will keep their outdoor clothing and supplies in their classrooms.

School Supply Lists:

Parents and guardians can access next year's school supply lists for their child's class below:

[Kindergarten](#)

[Grades 1-3](#)

[Grade 4](#)

[Grade 5](#)

[Grade 6](#)

[Junior High](#)

Optional - Staples Chromebook Purchase Partnership:

In preparation for the upcoming school year, we have asked families to consider the purchase of a robust device (Chromebook, notebook computer, etc.) for their child. We have worked with Staples in St. Albert to provide some options with pricing, protection plans, and optional financing for families. It is essential to note that this is not a fundraiser for the school. For more information, you can access the [Staples brochure here](#):

In addition to the items outlined in the school supply lists:

- **A water bottle**

- **Facemask** (grade 4-6 students are required to wear a mask while Kindergarten to Grade 3 are strongly encouraged to have a face mask supplied from home on the first day of school. Government supplied face masks will be distributed by teachers on the first day of class).
- Small bottle of **hand sanitizer** for your child's personal use.

Preparing School Supplies for School:

We are requesting that parents and guardians write their child's name on every school supply item that they are bringing from home. In the past, our teachers have had in-class lost and found for classroom items such as scissors, markers, pencils, etc. Due to COVID, we are not able to continue this practice. If a child's name is on each item, should something be found on the floor or left around the classroom, your child's teacher can reunite him/her with their belongings. Any extra supplies that are not needed at this time will be sent home for storage until such time as your child needs them.

What Not to Bring:

To minimize the opportunity for personal belongings to go missing and/or personal belongings being handled by other children, we are asking that all toys and technology not used for learning purposes (e.g. portable electronic games), trading/collector cards, and other non essential items to be kept at home.

Cohorts:

As per the guidelines from Alberta Health and Alberta Education, we will be keeping our students in cohorts. Because we have fewer than 50 students in each division, we will keep our students in their divisions as cohorts. Cohorting as such will allow us to continue to teach religion, citizenship and options to our students.

- Grades 1-3
- Grades 4-6
- Grades 7-9

Classroom Procedures:

Students will be remaining in their classroom during the day. We will endeavor to limit movement of students from room to room in order to keep our cohorts together in the same space. As much as is possible, the teachers will move when they need to teach a class, rather than the students moving.

Recesses and breaks:

Students will have breaks with their cohorts in designated areas of the playground. Division 1 and 2 will alternate the areas of the playground that they are using during recesses. Each week, we will rotate the groups. Junior High students will continue to have their breaks in the school as they have done in the past. Students are not allowed to leave the school during breaks.

Options:

Students in grades 4-9 will continue to have options which will start later in September. At this time we are still planning which options we will be offering. Fees for options will be postponed until a decision has been made.

Library:

We will continue to offer a weekly library class for our students. Based on the protocols from St. Albert Public Library (as well as other public libraries in Alberta), books will be placed in a 72 hour quarantine to self-disinfect after they have been touched. We will also have several buckets in the library for “I’ve changed my mind” books. Our circulation will be limited but we feel it’s important to continue to offer books to our students. Teacher classroom libraries will operate on a similar principle.

High Touch Items:

We are providing each student with a plastic bin to keep items like math manipulatives in so that we can avoid having multiple students sharing items. These bins will be kept at school.

Student Health and Wellness Considerations

Reinforcing effective hygiene and safety practices:

In preparation for the start of the school year, there are meaningful conversations to have with your children. Please take the time to speak with your child/ren about the importance of effective hygiene practices and safely getting to and from school. All the materials shared will be identical to the ones that will be visible within our school or will be used as teaching tools by our teachers. The intent is to support a consistent message between the school and the home.

- Review and practice proper [handwashing techniques](#) at home, especially before and after eating, sneezing, coughing, and adjusting a mask or cloth face covering. Make hand washing fun and explain to your child why it’s important.
- Practice maintaining [physical distance](#) from others while outside of the home.
- How to safely use [hand sanitizer](#) while at home or out in the community.
- Practice proper procedures for [coughing and sneezing \(into their elbow\)](#).
- Practice the review of the [daily checklist](#) to determine if their child is well enough to attend school.
- Practice with your child [putting on and taking off cloth face coverings](#) without touching the cloth.
- Avoid sharing objects with other students, including water bottles, food, technology devices, toys, writing instruments (pens and pencils), and books.
- Develop daily routines before and after school—for example, things to pack for school in the morning (like hand sanitizer and an additional (back up) mask) and things to do when you return home (like washing hands immediately and washing masks).
- Review the importance of letting an adult know if they are not feeling well.

Communication Reminders

Division Guidebook:

On August 20/2020, our Superintendent of Schools released an updated version of our Division guidebook specifically for parents/legal guardians. As health measures are continually evolving, we will be responsive and flexible as the year progresses. The Division Guidebook will be updated as new information becomes available from the Prime Minister of Canada, the Premier of Alberta, the Minister of Education, and Alberta's Chief Medical Officer of Health by every Friday morning. You can access this resource here: [**Parent Guidebook for School Re-entry: 2020-2021**](#)

School Communication:

Over the next week, parents and guardians can expect ongoing school communication from school administration. To facilitate communication, we have also created a "Quick Link" on our school website called "School Re-Entry," where parents and guardians can access all district and school information and prior communications as it relates to our reentry into the school year. You can access this directly here [**School Re-entry 2020/2021**](#)

Once the school year is underway, we will continue to keep you informed about new developments as they occur via our website, our Week-at-a-Glance, and parent/guardian notifications that are sent directly to email.

If you have any questions, please do not hesitate to contact the school at (780)961-3791. We are more than happy to answer any questions you may have.

Many Blessings,

Renee Trottier and Sheri Crowston