

Sherwood Heights Re-Entry Guide

August 30, 2020

Welcome Sherwood Heights families!

This re-entry guide provides some Sherwood Heights-specific information for you as we work to ensure the safety of students and staff, while continuing to provide an excellent learning environment.

This guide reflects the goals and protocols of the [EIPS Re-Entry Plan](#). It is a living document that may change as needs and circumstances arise. Please refer to the most current version of these plans, which can be found [on our website](#).

Safety Roles

Safety is a shared responsibility of the school, teachers, parents and students. It is only through all of us working together that we can reduce the risk to ourselves, our families, and each other.

Parents' Role

- Ensure verbal pre-screening of your child each morning using the checklist.
- Do not send your child if they show any signs or symptoms of illness.
- Ensure students bring their supplies (including masks, filled water bottle and lunch)
- Ensure you have completed the corrections form and COVID-19 Prescreening checklist on PowerSchool
- Have a plan to be able to pick up your child **within one hour** of a call from the school, for emergent situations.
- Go through this guide with your child before the first day of classes – September 4, 2020.

Students' Role

- Be aware of and prepared to follow the safety protocols, including mask use, physical distancing, handwashing hygiene, grade entrances and lunch areas.
- Bring your supplies every day, including two (2) clean masks, a lunch, and a filled water bottle.
- To stay home if they show signs or symptoms of illness.

Teachers' Role

- To be aware of and follow EIPS safety protocols.
- To support students' learning and following of protocols.
- To do the pre-screening checklist prior to going to work each day.
- To stay home if they show signs or symptoms of illness.

School's Role

- To provide a re-entry plan that minimizes risk and maximizes student learning.
- To ensure protocols are followed and the plan reflects the most recent information from EIPS and Alberta Health Services.

We appreciate your understanding that although these measures may be challenging to become accustomed to, we are all working together to keep each other safe. If you have any questions or require clarification about this Guide, please contact the school.

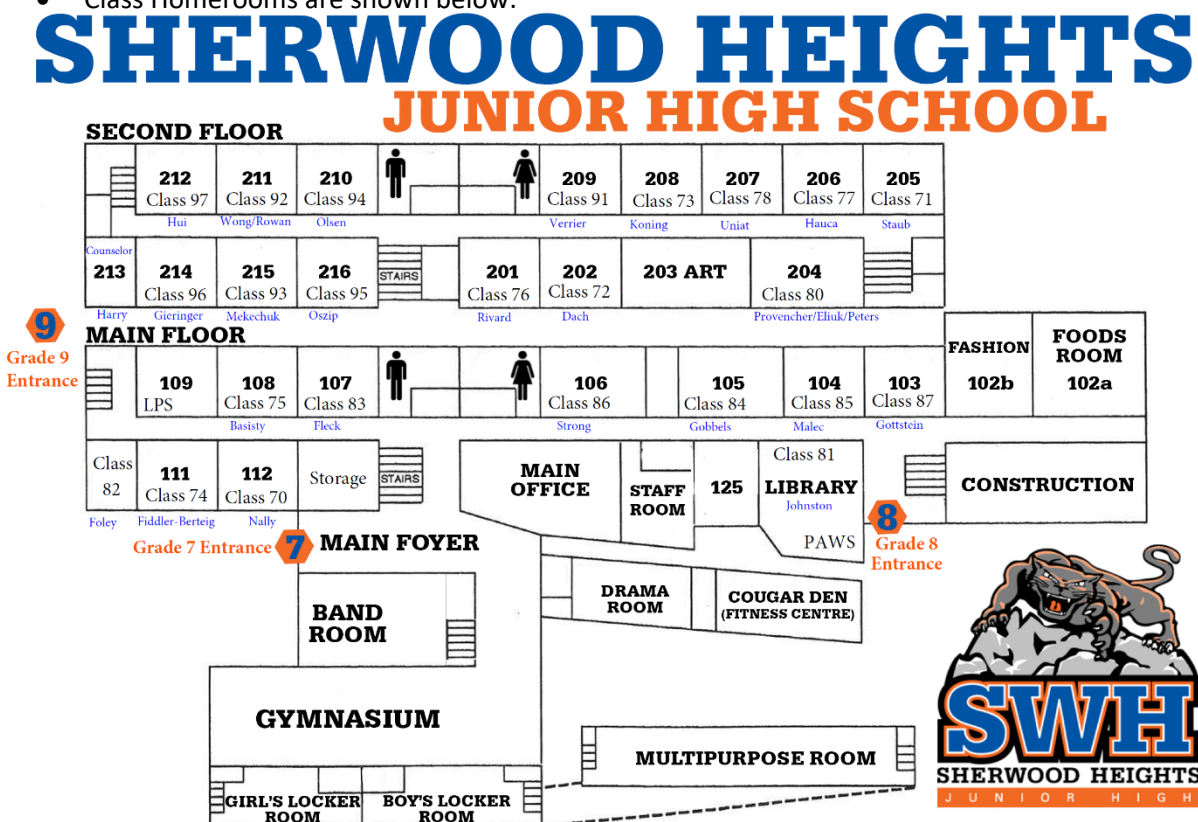
School Protocols

Cohorting

One of the primary safety measures in the secondary level through the use of cohorts. At Sherwood Heights, cohorts are based on **Homeroom** wherever possible, and if not possible, then by **Grade Level**.

Homerooms:

- Students will use the same classroom for all of their core subjects (Math, Science, Social Studies, ELA and Health).
- Core teachers will move from class to class to reduce student movement in the hallways.
- Students will start and end their day in their homeroom.
- In the majority of cases, they will be the only class using that room during the day – in these cases, students may choose to leave their supplies in their homeroom during the day for easy access. Students will also have access to a locked locker.
- In their homeroom, students will:
 - Sit in an assigned seat.
 - Wear a mask.
 - Not share supplies with each other.
 - During lunch time, students will eat in their assigned seat. Since they cannot be masked, they cannot face each other while they are eating. Food cannot be shared.
- Complementary Courses (Options) and PhysEd:
 - Students will move as a group to a designated space for these courses. When moving from one space to another, students must sanitize hands upon entering a new classroom, and wear a mask.
- Class Homerooms are shown below:



Home of Cougar PRIDE

www.sherwoodheights.org

fb.me/swhcougars
@swhcougars
@swhcougars

Washrooms:

- Students must sign out with their teacher prior to leaving for the washroom. There will be a limit of one student per classroom leaving at a time, and a limit of three students in the washroom at any one time.

Chromebooks and Personal Devices:

- Chromebooks will still be available as a teaching tool, and school devices will be sanitized prior and after use by students. **We encourage students to bring their own personal computer or chromebook, if at all possible.**
- EIPS personal device policy is still in effect – mobile devices and/or wearables must be powered off, and stored in a student's locker, backpack, or in the cell phone pockets in the classroom.

Lockers:

- Lockers will be grouped by grade level. Students accessing lockers will wear masks. To reduce the number of times a student requires locker access, students may keep their backpacks and school supplies in their homeroom.
- Lockers cannot be shared or swapped with other students and cannot be used as a place to congregate. Locker access will be limited to designated times during the day.
- Students are asked to leave as little as possible in their lockers, in the event there is a school or cohort quarantine.

Hallway Movement:

- Hallway movement is greatly reduced due to students being in homerooms.
- When using the hallway to go to PhysEd or options, students must stay to the RIGHT. All hallways are two-directional.

Handwashing and Hygiene:

- Students and staff will wash or sanitize their hands when:
 - Entering or leaving a classroom,
 - Entering or leaving the school, and
 - Using the washroom.

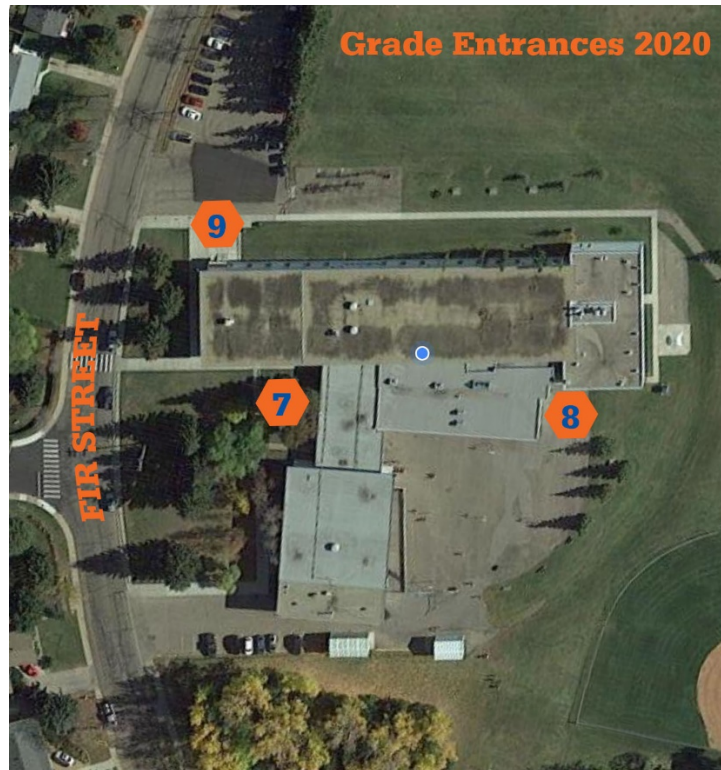
Use of Masks:

- Students must wear masks (over the nose and mouth) in all areas of the school where physical distancing is not possible.
- Students do not have to wear masks outside if they can maintain 2 metres distance from one another.
- Students do not wear masks while eating, but must not be facing each other during this time.
- A mask does not include a scarf, buff, or collar.
- A number of disposable masks are available if a student forgets or loses their mask. However, if this becomes habitual, the school will touch base with home to ensure students are bringing backups. We suggest you label your child's mask.
- Refusal to wear a mask or follow these protocols will result in the student meeting with administration. Regular refusal to comply with safety protocols may result in the student being moved to out-of-school learning.

DAILY ROUTINE

Grade Entrances:

- Each grade will enter and leave through the same doors throughout the year. Staff will greet students at the door and remind them to put on their mask. Students will sanitize their hands upon entering the building.
- Doors will remain locked until 8:23 am each day. Please do not send your child earlier than this time.
- Student drop off is on Fir or Oak street ONLY. There is no access to parking lots for this purpose.



Breaks:

- Morning break will not occur at the same time – teachers will give students the opportunity to move and take a break within the classroom during longer stretches of class.

Staggered Dismissal:

- At lunch and end of day, students will be dismissed by grade level cohort.

Lunchtime Free Time Areas:

- From 12:36 – 1:06, students have free time to spend with one another. Students may choose to spend this time outside, or if inside, in a grade-level specific area:
 - Grade 9s – Upstairs Hallway
 - Grade 8s – Downstairs Hallway
 - Grade 7s – Front Foyer, Gym Hallway, and Library/Cougar Den Hallway

End of Day:

- Students will be required to leave the building by 3:06, and are to leave school property immediately. Parents should have a plan in place for pick-up (if necessary) by this time.

Bell Schedule

	Regular Day	Early Dismissal
Doors Open	8:23	8:23
Grade 7 locker access	8:38	8:38
Grade 8 locker access	8:40	8:40
Grade 9 locker access	8:42	8:42
Period 1	8:44 - 9:36	8:44 - 9:26
Period 2	9:36 - 10:28	9:26 - 10:08
Period 3	10:28 - 11:20	10:08 - 10:50
Period 4	11:20 - 12:12	10:50 - 11:32
Grade 7 lunch retrieval	12:12	11:32
Grade 8 lunch retrieval	12:14	11:34
Grade 9 lunch retrieval	12:16	11:36
Lunch in Homerooms	12:16 - 12:36	11:36 - 11:56
Free time	12:36 - 1:10	11:56 - 12:30
Re-entry into school/classes	1:10-1:16	12:30 - 12:36
Period 5	1:16 - 2:08	12:36 - 1:18
Period 6	2:08 - 3:00	1:18 - 2:00
Grade 7 Staggered Exit	3:02	2:02
Grade 8 Staggered Exit	3:04	2:04
Grade 9 Staggered Exit	3:06	2:06

Visitors, Appointments, Forgotten Materials, etc.

- If a student needs to leave the school during the school day for an appointment, the parents/guardians **must inform the school office in advance by phone or email**. The school will ensure that your child is ready at the requested time.
- When you arrive to pick your child up, please call from the parking lot to confirm you are at the school and we will send them out.
- Visitors to the school (including parents) are **by appointment only**, and must do a pre-screening checklist, wear a mask and use hand sanitizer prior to entering the building. We encourage meetings by phone or by Google Meet, whenever possible.

- If a student forgets an item (lunch, school assignment, etc.) please call the school (not your child) when you are in the parking area, and we will contact your child to go out to retrieve the item.
- Food delivery services (Skip the Dishes, UberEats, etc.) are not permissible.

Facilities and Services

Many typical student services and facilities will operate differently over the coming year. This list will be updated as conditions change or there is a way to return to normal operation in a safe manner.

- **Counselling Services** – Mme. Harry is available for students throughout the day.
- **Open Gym time / Activity on the Tarmac** – The gym will not be open for lunchtime activities. Students are encouraged to bring their own sports equipment for use outside on the tarmac.
- **Vending Machines** – still available. A hand sanitizing station will be available at the vending machines for use before and after.
- **School Store** – Availability will be advertised through announcements. The store will not be available at the start of the year.
- **Pizza Thursday / Hot Lunch** – suspended for the time being.
- **Water fountains** – not available. There is one bottle fill station that is operational, however, students should bring a filled, labelled reusable water bottle with them each day.
- **Library** – students will be able to sign out books. There will be a 72-hour hold on books after they have been returned.
- **Gym Locker Rooms** – not available.
- **Microwaves** – not available.
- **School Clubs** – due to most spaces being used as a dedicated homeroom, we are still determining how to best operate school clubs on a regular basis that will minimize cohort crossover. School clubs will be advertised in announcements when available.
- **Cougar Den / Multi-Purpose Room** – these spaces remain in use for class use only (no after school access).
- **Music and Band Programs** – programming will continue without the use of woodwind and other air instruments. We will begin the year with a focus on rhythm and percussion.
- **Computer Labs** – Former computer labs have been converted to dedicated classrooms. Chromebooks are still available for in-class use, however it is strongly encouraged for students to bring their own chromebook or laptop if at all possible.
- **School athletics teams** – EIPS has postponed the start of the Athletics Season across the division – this division will be reviewed on a regular basis. Until that time, there will be no team formation or practices at Sherwood Heights.

Here is to a safe and healthy start to the school year. We are all in this together!

“Challenge and adversity are meant to help you know who you are.

Storms hit your weakness, but unlock your true strength.”

— Roy T. Bennett