

R.I. Baker Middle School
2020-2021
Parent Reentry Resource Manual



Last Revised: 17 August 2020

Welcome to what promises to be an interesting and exciting year of learning at R.I. Baker Middle School. We are very much looking forward to having your children back with us in the classroom setting and we remain committed to providing a high quality education and many engaging opportunities for our students. This school year will certainly have its challenges, but in utilizing the guidelines provided from Palliser School Division and the advice from Dr. Hinshaw and Alberta Health Services, we believe that we will be able to provide an experience that will exceed expectations and keep staff, students, and families safe. We welcome feedback and as always, remain committed to keeping open lines of communication.

Yours in education,

Jason Prebushewski
Principal

Brett Clifton
Vice Principal

Background Information - Guiding Principles for Re-Entry Planning

- The health, safety, and well-being of students, staff, and families is paramount.
- Palliser School Division will attend to the protocols as set out by Alberta Health Services and Alberta Education in all aspects of schooling, with a particular focus on student learning.
- Palliser School Division has identified three key strategies to reduce the risk of transmitting COVID-19:
 - **Follow Expert Advice** - It is an expectation that we all become knowledgeable about the protocols, guidelines, and directives for school re-entry from Alberta Education and Alberta Health Services.
 - **Keep the Virus Out** - The first and most important action we can take is to prevent anyone that is ill, has COVID symptoms, or is at a higher risk for getting the virus from entering schools, division owned facilities, or getting on our division busses.
 - **Prevent the Spread** - In addition, we must take steps to reduce the possibility of transmission if someone who is ill, has COVID-19 symptoms or is asymptomatic but able to spread the virus is in a school, division owned facility, or on a division bus.
- We respect that parents are the primary decision-makers for their children.
- Students will have high quality learning opportunities that are guided by Alberta Education mandates and the various programs of study.
- Staff will have access to the professional development, collaboration, and support that they require to grow in their teaching practice.
- Consistency of program delivery over time is important for the sound allocation of staffing and school resources.
- Consistency of universal expectations and protocols for the safety of all - staff, students, families, visitors etc. within our building.
- Cohorts have been developed along the homeroom classroom parameters. These have been developed while keeping in mind what is best for student learning, including social/emotional/learning needs. Requests for changing cohorts will not be accommodated.

Key Background and Planning Documents for R.I. Baker students and families

1. Parent Re-Entry Guide:
https://docs.google.com/document/d/1KnbPHVUV6BkzX75QymvCg1BXRVFOuKhetm_krShWzfM/edit?usp=sharing
2. Palliser School Division Re-Entry Guide: [Palliser School Division COVID-19 School Guidance Re-Entry Plan](#)
3. RIBMS School Map:
https://drive.google.com/file/d/1XqdoeHuCXssRfmOW6I_9G-9AH8Ko3s-p/view?usp=sharing
4. Self-Screening
Questionnaire: <https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>

Classroom Instruction:

For those choosing to return to classroom instruction, we will note that while we will be offering rigorous and challenging programming, things will look and feel different than they were before the pandemic. Students will be assigned a homeroom teacher and the expectation is that they will remain in that homeroom teacher's classroom for the bulk of the day (excepting some options and physical education). Your student's 'cohort' will be their homeroom class. To facilitate this, teachers will be moving from class to class at bell times to provide instruction, while the students remain in the room.

Students will be assigned a seat at a desk or table (depending upon classroom configuration) and the expectation will be that they remain in their seat as much as possible. We ask that students remain respectful of this when interacting with teachers or peers. Classroom spaces and materials will be sanitized frequently and we also ask students to be mindful of their own personal belongings. Currently, we are advising that students utilize their backpacks to store their supplies and that they not share any of these with peers.

*Please be advised that there may be some minor exceptions made for specific learning scenarios at the discretion of the teaching staff and in consultation with school administrators.

Programming:

Our focus will be on meeting the essential outcomes as prescribed by the programs of study in the four core subjects: English Language Arts, Social Studies, Mathematics, and Science. Students will have option/exploratory classes with their homeroom cohort. We will also provide a rigorous but safe physical education curriculum. Students will take part in PE outside when possible. We will be following all Alberta Health Guidelines when planning activities.

Online Learning:

We are confident that with the Alberta Health Guidelines put in place by our government, as well as the many safeguards we have in place at Baker, we are excited to have students in the building again. We do realize that in some specific cases there will be some families that cannot make that their reality.

For this school year, we are asking parents who wish to explore the option of online learning in lieu of the traditional classroom, please have an initial conversation with school administration. This will help you make the best decision for your family.

If you need to register for online learning, you would do so through Palliser Beyond Borders, who will provide the programming, instruction, and assessment. Palliser Beyond Borders has a Coaldale location and serves the whole of our division. For more information, you can visit their website at <https://www.palliserbeyondborders.com/> or contact them via telephone at (403) 345-4421.

If your child is attending learning at Baker and must be absent due to lengthy illness, quarantine etc., teachers will be providing instructional materials and assessments via Google classroom that your child can complete at their own pace during their time away. While this does not provide the same experience as the classroom, it will help to ensure that your child remains engaged and does not fall behind. For more information about this, please contact your child's homeroom teacher.

Daily Procedures:

Please refer to the Guidelines for Maintaining Safe and Healthy Schools in Response to the COVID-19 pandemic.

- We ask that all staff and students perform a daily self-screen utilizing the above Alberta Health Services questionnaire.
- If a child demonstrates any symptoms identified in the questionnaire, attending school is NOT permitted and consultation with 811 is required.
- Staff who feel unwell are also not permitted to come to school and must follow AHS recommendations.
- In the event of any confirmed case of COVID-19 in our school community, we will work with divisional and health officials to create a timely, supportive, and consistent response.

Sanitizing Stations:

- Each entry and exit shall have hand sanitizer for use as one enters and leaves the building
- Each classroom will have sanitizer available for use as students enter and leave the room.
- Students may have their own personal hand sanitizer, while being mindful of the sensitivity of others to strong smells etc.

Masks and Personal Protective Equipment (PPE):

As per the re-entry plan and the directive of Alberta Health Services, students and staff will be required to wear a mask or other forms of PPE in certain areas of the school. Masks and PPE must be worn in common areas like

the foyer, hallways etc. This is compulsory for all individuals in our building and will be enforced. In the classroom setting, the wearing of masks is required unless seated. This is to protect your child, classmates, staff, and families. The wearing of masks is not required outside on school grounds, but again is encouraged.

As you are likely aware, Alberta Education will be providing students and staff with two masks each. You WILL NEED to bring your own mask on day one. These masks will be re-usable, but will require cleaning regularly. We would encourage you to purchase additional masks to supplement these. Ideally, it would be best practice to have a different mask for each day of the week.

Our best defence against COVID-19 is regular hand washing and proper mask etiquette. Please review the protocols as established by Dr. Hinshaw here:

<https://www.youtube.com/watch?reload=9&v=6MojzHFStNs&app=desktop>

School Arrival and Departure:

- **Monday-Thursday**

8:10 GRADE 5'S ARRIVE (AT THEIR NE DOOR) AND ENTER BUILDING
8:15 GRADE 6'S ARRIVE (AT THEIR NW DOOR)AND ENTER BUILDING
8:20 GRADE 7 'S ARRIVE (AT THE MAIN DOOR) AND ENTER BUILDING
8:25 GRADE 8 'S ARRIVE (AT THEIR WEST DOOR) AND ENTER BUILDING

PLEASE DO NOT SEND YOUR CHILD EARLIER THAT THE SPECIFIED TIMES. PLEASE ENCOURAGE YOUR CHILD TO REMAIN AT THEIR DOOR AND SOCIALLY DISTANCE. WHEN ENTERING THE BUILDING STUDENTS MUST GO DIRECTLY TO THEIR HOMEROOM CLASS.

3:15 GRADE 5'S DEPART AND EXIT THE BUILDING OUT OF THEIR OWN DOOR
3:20 GRADE 6'S DEPART AND EXIT THE BUILDING OUT OF THEIR OWN DOOR
3:25 GRADE 7'S DEPART AND EXIT THE BUILDING OUT OF THEIR OWN DOOR
3:30 GRADE 8'S DEPART AND EXIT THE BUILDING OUT OF THEIR OWN DOOR

PLEASE ENCOURAGE YOUR CHILD TO NOT LOITER AROUND THE SCHOOL WE WILL ENCOURAGE STUDENTS TO TAKE THE MOST SAFE AND DIRECT ROUTE HOME.

- **Friday**

8:10 GRADE 5'S ARRIVE (AT THEIR NE DOOR) AND ENTER BUILDING
8:15 GRADE 6'S ARRIVE (AT THEIR NW DOOR)AND ENTER BUILDING
8:20 GRADE 7 'S ARRIVE (AT THE MAIN DOOR) AND ENTER BUILDING
8:25 GRADE 8 'S ARRIVE (AT THEIR WEST DOOR) AND ENTER BUILDING

PLEASE DO NOT SEND YOUR CHILD EARLIER THAT THE SPECIFIED TIMES. PLEASE ENCOURAGE YOUR CHILD TO REMAIN AT THEIR DOOR AND SOCIALLY DISTANCE. WHEN ENTERING THE BUILDING STUDENTS MUST GO DIRECTLY TO THEIR HOMEROOM CLASS.

12:10 GRADE 5'S DEPART AND EXIT THE BUILDING OUT OF THEIR OWN DOOR
12:15 GRADE 6'S DEPART AND EXIT THE BUILDING OUT OF THEIR OWN DOOR
12:20 GRADE 7'S DEPART AND EXIT THE BUILDING OUT OF THEIR OWN DOOR
12:25 GRADE 8'S DEPART AND EXIT THE BUILDING OUT OF THEIR OWN DOOR

PLEASE ENCOURAGE YOUR CHILD TO NOT LOITER AROUND THE SCHOOL WE WILL ENCOURAGE STUDENTS TO TAKE THE MOST SAFE AND DIRECT ROUTE HOME.

First Week Schedule

For our first week back, we will be implementing an alternative schedule for students. Please see the information below:

- Wednesday September 2nd, 2020 - **Grade 5s and 6s only**
- Thursday September 3rd, 2020 - **Grade 7s and 8s only**
- Friday September 4th, 2020 - **All students**, team building and homeroom challenge day

Regular classes will resume on Monday September 9th, 2020.

Closed Campus:

- R.I. Baker Middle School will be closed to the public. Please make an appointment or use doorbell for access to the school.
- At this time, this closure extends to parents, guardians and volunteers, meaning that you will not be able to enter the building without a confirmed appointment, except in emergency situations.
- In the event of an emergency, we ask that you phone the school first to confirm protocols.
- Students will not be allowed to leave school grounds during the day unless signed out by a parent/guardian.
- The removal of a parent mask may be needed for identification when releasing a child.

Visitors and Guests at Baker:

We will be working to limit the amount of visitors and guests in our building in the interest of protecting students and staff. This would also include parents/guardians coming into the school. We will be implementing an appointment system and ask that you contact the office if you should wish to book an appointment with administration, teaching or other staff. Of course, there will be some exceptions made in the event of emergencies or situations beyond our control.

After making an appointment, you will be required to check in at the office and confirm the following:

- Your name
- Phone number for tracing
- The time of your appointment
- The purpose of your meeting
- Whom you are meeting with
- That you currently display no symptoms of COVID-19 or any other illness, nor have you been out of the country, been in contact with anyone with a suspected or confirmed case of COVID-19 etc.

Please be patient with us as we are doing our best to protect your children and our families.

You will also be asked to stop at the front desk and sign out. Guests in our building are required to wear a mask or other form of PPE ie. face shield, in order to gain access to the building. Any exceptions to this policy will be solely at the discretion of Baker administrators.

Student Illness:

If your student is sick or ill, we are asking that you please keep them home until they are well again. This is to protect everyone in the building and is not meant to single anyone out or to deny learning opportunities. As stated above, your student will be able to remain engaged in classroom activities and assessments via Google Classroom.

If your child displays symptoms of COVID-19 in the school setting, they will be sent to the office to meet with Mr. Prebushewski or Mr. Clifton and a decision will be made as to next steps. This would include, but may not be limited to isolation in a private area ie. the sick room or parents being phoned and the student being picked up. Symptoms of COVID-19 include cough, fever, fatigue, conjunctivitis (pink eye), sneezing, aches and pains, diarrhea, loss of taste and smell, shortness of breath etc.

If your child displays these symptoms, we ask that you contact Alberta Health Services via 811 or through their website at <https://www.albertahealthservices.ca/topics/Page17058.aspx> in order to book testing. Asymptomatic testing may also be booked through Alberta Health Services or through any of the Medicine Shoppe or Shoppers Drug Mart pharmacies in Lethbridge. You may also contact your own personal pharmacy or family physician's office and inquire as to if they offer testing or additional resources. We would appreciate knowing the results of any COVID screening that your family undertakes and will ensure that information we receive remains confidential.

In the event of a confirmed diagnosis of COVID-19 in our population, we will work with the Palliser board office to provide accurate and timely information to our families and staff. Hopefully, by following protocol, frequently sanitizing, staying home when unwell, and wearing our PPE, we will be able to keep our school COVID free. Some specific protocols that will occur include:

- The zone medical officer of health will work with school administration to quickly:
 - Identify cases

- Identify close contacts
- Create isolation measures where appropriate
- Provide follow up recommendations
- A COVID-19 case will not automatically mean school closure. It could be that only the group of students and staff that were in close contact will be required to isolate for 10-14 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 Absence:

If your student 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 application on your phone, go to go.schoolmessenger.ca or call the school. Please note that the office is not open until 8:30am. If you call the school prior to office hours, 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 directly to discuss the importance of attendance and its impact on your child's education.

If you are picking up your child for an appointment or leaving early, we ask that you please not come into the school and instead either let your student know where you will be picking them up or phone ahead to the office for us to provide instructions.

Student Transitions and Breaks

- Transitions (between classes)
 - Hallway Movement - during the first days of school, students will be taught how to take the most direct route to assist with flow of traffic in the hallway.
 - As the school is of a sort of 'loop shape,' all hallways will be one-way directional traffic. Students will follow the directional arrows and shall not go against the flow of traffic.
 - Masks will be worn at all times in foyer, common spaces, and hallways.
 - Lockers will not be utilized at this time. We may re-evaluate this as we move towards winter months or upon updated AHS and Alberta Education guidelines.
- Lunch:
 - Students will stay together in their homeroom cohort and will be eating in their classroom, with no access to microwaves
 - We will be creating a schedule for homerooms to eat in the foyer and have access to the school canteen. This will be on a rotating basis.
 - We ask that you provide bagged lunches **that do not require reheating.**

Common Spaces and Other School Resources:

- Canteen: Students will have access to the canteen on a rotational basis. The canteen will offer the standard menu and protocols will be put into place to ensure proper sanitation and separate roles for handling of food items and money.
- Foyer: Students will have access to the foyer on a rotational basis by homeroom for lunch time. Proper social distancing will be ensured through active supervision and students will be responsible for assisting with clean up. During instructional time, the foyer may be utilized as an instructional or work space provided masks are utilized and social distancing guidelines are followed.
- Washrooms: Will be restricted to no more students than there are sinks to maintain social distancing protocols. Homerooms will be assigned specific washrooms to access by proximity.
- Water Fountains: At this time, water fountains will be closed, while the hydration stations will remain open. We ask that all students bring a reusable water bottle.
- Laptop Carts and Computer Labs: All technology resources will be sanitized after use.
- Gym: The gym and any other physical education spaces will be open to PE classes only. Specific PE protocols include:
 - Shared items will be disinfected after use
 - PE teachers will be adapting programming to limit the use of equipment
 - PE classes will utilize outside spaces as much as possible
 - Students will not be permitted to change out to gym attire
 - All students will be required to sanitize before or after entering the gymnasium.

General Health Information:

A summary of additional health measures include, but are not limited to:

- Appropriate hand sanitizing and washing, respiratory etiquette, social distancing (when and where possible in the school or on the bus), increased frequency of cleaning and disinfection, student cohorts by homeroom, and requiring staff and students to stay home when they are not well or demonstrating any symptom that could be linked to COVID-19.
- Teachers will organize their classrooms to increase learning space.
- Items with fabric, supplemental furniture, or any items which are not easily cleaned, will not be permitted in classrooms.
- The staff will have limited access to the school to facilitate frequent deep cleanings.
- Staff gatherings ie. staff room, meetings etc. will be capped at no more than 5 individuals.

Social and Emotional Wellness:

The social and emotional wellbeing of our students is at the heart of our planning. We recognize how essential the work we've been doing around wellness is essential to our mental health and we will continue to embrace this philosophy. Changes to some of our initiatives and programs will be made to accommodate social distancing and other health recommendations, but we remain committed to promoting these to our school population.

Large Gatherings, Assemblies, and Intramurals:

Following the guidelines as set out by AHS and Alberta Education, we will not be permitting any large gatherings such as assemblies or intramurals. This may be re-evaluated in the future depending upon updated guidelines.

Co-Curricular Activities:

As per the guidelines, certain co-curricular activities have been suspended.

Student clubs may take place if social distancing can be maintained and an adequate supervision plan is presented to the administration team.

All athletic activities are currently suspended.

All fine arts productions are currently suspended.

Only field trips within the boundaries of R.I. Baker Middle School will be permitted. There will be no field trips that require bussing or any other means of leaving campus.

RIBMS Fundraiser:

Traditionally, we do our school Walk-a-thon fundraiser in October and we will still be having this activity. The Walk-A-Thon will have additional measures put in place to ensure proper health and social distancing protocols occur. There will be more communication around this at a later date.

Provincial Achievement Tests:

At this time, Grade 6 students are scheduled to write the PAT for **Language Arts and Mathematics only**. This decision is subject to change depending on provincial and divisional direction.

Building Security:

Safety and security of students and staff is a priority. R.I. Baker Middle School is equipped with cameras. All exterior doors and other sections of the building are monitored 24/7. The interior is monitored solely for the purpose of maintaining a safe and secure environment.

Exterior doors will remain locked throughout the day. Due to COVID-19, entrances and exits will be clearly marked and expectations will be enforced to maintain appropriate social distancing.

Guests entering the building will be asked to ring the doorbell at the front doors and wait to be admitted into the building. Guests accessing the building inappropriately or disregarding protocol will be prohibited from

entering the building until assurances are made to school administration that rules and regulations are understood. Aggressive behaviour of any sort towards staff and students will not be tolerated.

Fire Drill/Lockdown Procedures:

Regular emergency drills are practiced throughout the school year. Everyone in the school, including guests and visitors, must follow protocol to ensure safety. In order to be prepared for any emergency, all people in the school must wear appropriate footwear during the day.

Emergency School Closure:

Emergency school closure may be necessary for reasons such as extreme weather events, power outages, sanitation issues, fire, or any other circumstance that may endanger the school community. When a decision is made by the Superintendent of Schools and/or his designate to close one or more school campuses, the decision will be communicated to parents via email, posted on social media platforms, and will also be announced on local radio stations.

Accidents at School

Occasionally, accidents at school do occur, despite our best efforts and supervision. 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 reached, the child will be transported to hospital by a school staff member.

Conclusion:

In closing, we would like to thank you for reviewing this document. Again, we welcome feedback, questions, and concerns. We would like to reiterate that this is an evolving document that will change as the year progresses. Please ensure that you are checking your email regularly for updates and additional information.

List of Teaching Staff and Contact Information

Administration

Mr. Jason Prebushewski - Principal - jason.prebushewski@pallisersd.ab.ca

Mr. Brett Clifton - Vice Principal - brett.clifton@pallisersd.ab.ca

Office Staff

Mrs. Glenda Kurtz - glenda.kurtz@pallisersd.ab.ca

Mrs. Megan Curtis - megan.curtis@pallisersd.ab.ca

Teaching Staff

Mr. Darren Atwood - darren.atwood@pallisersd.ab.ca

Mrs. Dawn Berry - dawn.berryfurtado@pallisersd.ab.ca

Ms. Sydney Cleland - sydney.cleland@pallisersd.ab.ca

Mr. Travis Conrad - travis.conrad@pallisersd.ab.ca

Mrs. Bonnie Dyck - bonnie.dyck@pallisersd.ab.ca

Ms. Candace Friesen - candace.friesen@pallisersd.ab.ca

Ms. Michelle Gagne - michelle.gagne@pallisersd.ab.ca

Mr. Brady Hornung - brady.hornung@pallisersd.ab.ca

Mrs. Sandra Holland - sandra.holland@pallisersd.ab.ca

Mrs. Emma Huff - emma.huff@pallisersd.ab.ca

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Mr. Josh Martens - josh.martens@pallisersd.ab.ca

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Mr. Kyle Schneider - kyle.schneider@pallisersd.ab.ca

Mrs. Michelle Smart - michelle.smart@pallisersd.ab.ca

Mr. Jeff Smith - jeff.smith@pallisersd.ab.ca

Mrs. Deanna Smith - deanna.smith@pallisersd.ab.ca

Mrs. Mel Vegter - melanie.vegter@pallisersd.ab.ca

Mr. Michael Willems - michael.willems@pallisersd.ab.ca

FAQ

1. Can my child come back to Baker after starting at PBB?
YES. You are welcome at Baker anytime.
2. Does my child have to wear a mask?
YES. This is a guideline set by the government. It is designed to keep everyone safe.
3. Can I choose which cohort my child is in?
No. Class lists have been carefully formatted and are designed with the best interest of the students at heart. At this time, we are not considering any classroom or teacher requests.
4. Will there be sports at RIBMS this year?
To start, NO. As we move forward and circumstances change, this may be revisited.
5. What should I do if my child is demonstrating symptoms of COVID or feeling unwell?

If your child is ill, you should keep them at home until their symptoms resolve or you are able to take them for COVID screening and they receive negative results. It is not safe to send students who are ill to school.

6. What happens if the office phones regarding student illness?

If you receive a phone call from Baker regarding your child being sick, it is imperative that you come at once to pick them up. Due to safety and space limitations, we are not able to house sick students at the school for more than a few minutes.

Parent/Visitor Screening Form

RI Baker Middle School
Guest/Visitor Screening

Name: _____

Date: _____

Time In: _____

Purpose of Visit:

Screening Questions:

Do you have any of the following symptoms? (circle yes or no):

Cough Y or N
Runny Nose or Congestion Y Or N
Recent Loss of Sense of Taste Y Or N
Fever/Chills Y or N
Difficulty Breathing Y or N
Sore Throat Y or N

Do any of the following situations apply to you? (circle yes or no):

Have you recently taken a test for COVID-19? (in the last 14 days)
Y or N

Have you been in contact with anyone with a confirmed or suspected case of
COVID-19?
Y or N

Have you travelled out of the country or province in the last 14 days?
Y or N

Time Out: _____

Signature: _____

Office Signature: _____