



“Let Your Light Shine”

# St. Augustine School

5520-45 Avenue Crescent, Ponoka, AB T4J 1N6

Phone: (403) 704-1155 Fax: (403) 704-1195

August 28, 2020

Welcome Back St. Augustine families!

It is with great joy that I write to you today. We are excited to see our students, hear their voices and join together on a journey of growth and learning. There are many changes and information is being updated continually. The love for our students, passion for learning and faith in God remain steadfast. We are excited to journey together through this unprecedented time.

In order to bring students and staff back safely and continue to learn safely together, there are many changes in routines at St. Augustine. We are constantly evaluating, reflecting and may alter these protocols as information changes or we find something is simply not working as well as it should. Here are some pillars of information you need to know:

## **Masks**

Staff, visitors and grades 4 - 12 students must wear a non-medical face mask to protect one another. Alberta government supplied masks will be delivered to students in classrooms on their first day of school. Students wearing their own mask on the first day of school is strongly encouraged.

[Guidance On Mask Use](#)

## **Hand Hygiene**

Hand sanitizing pumps have been installed in each room of the school. Sanitization pump bottles are also located in each room of the school, as well as entrances. Everyone is expected to sanitize their hands upon entering the school and the classrooms. [How to Use Hand Sanitizer](#)

## **Zero Tolerance for Sickness**

Daily self assessment is required. All people experiencing symptoms of illness are required to stay home. Should students display signs of illness during the school day, arrangements will be made with parents for the student to go home. Parents are to notify the bus driver if a student will not be riding the bus.

## **Physical distancing**

Two metre spacing is a public health measure to help prevent the spread of disease. Where 2 metres is not possible between desks, the greatest possible spacing is recommended. If 2 metres cannot be arranged between desks/tables, students will not be facing each other.

Acting Principal: Kari Davidson Vice Principals: Luc Gratton

## **Cohorting**

A cohort is a group that stays together throughout the day, limiting contact with the number of people you contact in a day. Preschool to grade 9 students are in one cohort group with their teacher or support staff. Grade 10 - 12 students will have 2-3 cohorts depending on the classes they are required to take.

## **First Day / Staggered Entry**

In order to social distance the best way we can and increase the staff / student ratio for support staggered entry will be used.

- Tuesday, September 8 - grades 2, 4, 6, 8, 10-12 will attend school
- Wednesday, September 9 - grades 1, 3, 5, 7, 9, 10-12 will attend school
- Thursday, September 10 all students will attend

Parents are asked to consider the safety of all students and staff. Parents are strongly encouraged to remain outside the school buildings in order to allow ample physical distancing for students and staff.

We understand that grade one students may require more support starting school. As a result, grade one teachers are organizing staggered 1-1 meetings prior to the first day of school. You will receive a phone call from your grade one teacher regarding these meetings.

## **Class Lists**

Class lists will be posted on our website once online registration data has been compiled. Class lists will also be posted on the designated entry doors. Floating staff members will be outside the morning of the first day(s). They will have copies of class lists.

## **Classroom Assignments**

Once registrations are determined, class assignments will be shared via school messenger, our website and social media platforms.

## **Safe Entry to the Building**

All staff, students, visitors and volunteers must be orientated in the [Self Screening Assessment](#) and should complete before entering the building. Entrances have been designated for specific grades, staff and visitors to limit multiple group contacts as best we can.

- Primary Building - Click the link to see the map. [Primary Building Entrance Assignments](#)
  - South Entrance - Preschool / ECS
  - Southwest Entrance (door located by ECS playground) - Grade 1A, 1K, 1M, 2D, 2R
  - Northwest Entrance (door located by the red playground) - Grade 3B, 3M
  - North Entrance - Grade 4M, 4S
  - Main Entrance - Staff and Visitors
- Secondary Building - Click the link to see the map. [Secondary Building Entrance Assignments](#)
  - East Entrance (Jr. High Wing) - Grade 7A, 7B, 8B
  - Northeast Entrance - Grade 7C, 8A, 9B
  - Northwest Entrance (Sr. High Wing) - Grade 10, 11, 12
  - Southwest Entrance (Grade 5/6 wing) Grade 5B, 5W, 6H, 6K
  - South Entrance (Main door) Grade 9A, Staff, Visitors

Social distancing will be followed when entering the school. Markings have been painted on the ground to help maintain social distancing when waiting to enter the building. The school doors will

be open starting at 8:15am (classes start at 8:30 am). Students arriving at school in a private vehicle are expected to arrive at school starting after 8:15 am. Once a student enters the building, they are to go directly to their designated classroom.

### **Lockers**

Lockers will not be used at this time due to sanitization and social distancing challenges. This will be reevaluated once the entry routines have been well established. Until then, students will store their belongings in the classroom. Jr. High and Sr. High students are asked to only bring with them what they need for their day.

### **Staggered Recesses and Lunch**

Staggered recess and lunch times have been established.

- K-6 Students
  - Individual teachers will communicate actual times with students and parents.
- Jr. High and Senior High Students
  - Lunch time will be from 11:22 - 12:07
  - Staggered lunch dismissal times have been established for students in grade 10-12 to minimize hallway congestion.

### **Closed Campus**

For students in grade K - 9 campus is closed to maintain the safety of the cohort. Students in grades K - 9 are expected to eat lunch at school. This also means field trips and extracurricular activities are on hold for now. Senior high students can choose to leave campus at lunch as many have work experience in the community.

### **Quarterly Timetable**

Jr. High and Sr. High school students have an altered timetable based on a quarterly system within the semester. They will have one class in the morning and one class in the afternoon limiting contact with different cohorts.

### **Individual Use of Items**

Items that cannot be easily disinfected will have limited use. Students are required to have their own supplies. Enhanced hand sanitization routines before and after using shared items will be in place.

### **Safe Exits**

Staggered dismissal routines have been established. Social distancing will be followed when exiting the school. Students and staff are expected to leave through their designated door.

- 2:50 pm, bus students will be dismissed
- 3:00 pm, students walking home will be dismissed
- 3:10 students being picked and/or using private vehicles

Once the school buses pull away from the school at 3:08, private vehicles may wait in the bus lanes at the secondary building. No vehicle may enter the bus lane area until 3:09, once all busses have left the area. At the primary building, pick up of students will take place on the west side street of the school. The drive through lane at the secondary building is not a place vehicles can park when picking up students at the end of the school day. Private vehicles picking students up are not allowed to enter the drive through lane of the secondary building at any time between 2:30 and 3:30.

**Air ventilation**

The ventilation system has been programmed to turn on at 7:00 am until 5:30 pm. Staff will be reminded that air vents are to be left clear to ensure proper air flow. Portable fans are not permitted.

**Parents and Visitors**

Parents will be encouraged to remain in their vehicles when dropping off and picking up their children at school. If it is necessary for parents to come into the school, they will be required to follow appropriate routines of mask wearing, hand sanitizing and social distancing.

**Parent Meetings**

Should a parent wish to meet with a teacher, they are encouraged to make an appointment. Please contact the teacher to arrange a meeting time.

**Field Trips / Extracurricular**

All field trips and extracurricular activities are placed on hold for the time being. There will be no sports teams or after school clubs/activities at this time.

**Enhanced Sanitization**

Custodians have a daily cleaning schedule. Approved products for student use have been distributed to each classroom. Teachers will instruct students to sanitize their desk tops and chairs before and after eating. A teacher may also create a routine where students are sanitizing more frequently should they feel it is necessary.

**Quarantine Room**

Ill students will be supervised by a staff member while waiting for parent pick up. Emergency medical grade supplies are located in the quarantine rooms. The pick of location of an ill child will be determined at the time parents are contacted. Generally the main door entrance will be used for pick up of ill students.

**Education about COVID-19**

All teachers will complete regular safety talks with their classes each morning. Posters for hand hygiene, respiratory etiquette, physical distancing, and zero tolerance for symptoms are placed around the school buildings.

**Outdoor Spaces**

Teaching staff have been instructed to hold activities outside when appropriate as physical distancing is achievable.

**Students with Unique Needs**

Exceptional students will continue to receive 1-1 supports with appropriate safety measures in place.

**Food Services**

Staff handling food will review the proper hand hygiene and respiratory etiquette. There will be no over the counter sales of items from the canteen. Buffet style sharing of food is not allowed. Packaged food can be delivered by the teacher ensuring proper hand sanitizing protocols are

followed. Any delivery of canteen orders will be delivered by a designated staff. Food Services will begin in October.

We look forward to our journey together. Please contact the school should you have further questions.

Blessings,  
*KariAnne Davidson*  
Kari Davidson