

# ST. BENEDICT SCHOOL HANDBOOK



<https://sb.starcatholic.ab.ca/>



**St. Benedict**  
Catholic School  
INSPIRED BY THE HOLY SPIRIT

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## Welcome from Administration Team

Over the past few weeks, we have been working hard to sort out the details for welcoming our students back to school while ensuring safety for all and maximizing in-class learning.

We hope that the following information is beneficial and answers many questions. In addition, please refer to [www.starcatholic.ab.ca](http://www.starcatholic.ab.ca) Re-entry Plan for additional detailed information. We encourage you to discuss this information as a family, and please contact the school if you have any questions.

Please understand that these plans are subject to change based on Alberta Health and Alberta Education directives, and STAR Catholic District, and will be communicated accordingly.

We know this year will include new routines and procedures which are different from other years at St. Benedict School. However, what will never change is the welcoming faith filled learning environment that our staff is committed to. Please continue to reach out to our school administration, classroom teachers, or our school counsellor for help. TOGETHER, as a Catholic School community, with safety measures in the forefront, we will be adaptable and an unwavering commitment to caring for each other.

Although we are facing unknown and difficult circumstances, St. Benedict's remains committed to ensuring that all students receive an exceptional, faith-based education in Catholic Education.

Inspired by the Holy Spirit,

Mrs. Connie Greer  
Principal

Ms. Mandy Rantucci  
Vice-Principal

## St. Benedict School Prayer

God Our Creator,

Open our eyes to see you,  
Open our minds to you,  
Open our ears,  
So we can listen with the voice of our hearts.

As we walk in your ways,  
Give us wisdom,  
Give us understanding and  
Give us patience.

As we walk in your ways,  
May we be welcoming,  
May we be generous and  
May we be caring.

May we live, love, learn and celebrate together.

Our Dear Mother Mary ... watch over us this day  
Our Guardian Angel ... take care of us  
St Benedict ... pray for us



## Prayers with Children During COVID 19

### Prayer for an ill friend:

Dear God, (name of friend) is ill.  
They are not allowed to go to school or come over to play.  
I'm sad because I miss them.  
Please be close to them.  
Please be with the people who are looking after them.  
Please help them to get better and to know that you love them.  
Amen



### Prayer for health care workers

Gracious God,  
Give skill, sympathy and resilience  
To all who are caring for the sick,  
And Your wisdom to those searching for a cure.  
Strengthen them with your Spirit,  
That through their work many will be restored to health;  
Through Jesus Christ our Lord.  
Amen

### Prayer for our Community

Keep us, good Lord,  
Under the shadow of your mercy  
In this time of uncertainty and distress.  
Sustain and support the anxious and fearful,  
And lift up all who are brought low;  
That we may rejoice in your comfort  
Knowing that nothing can separate us from your love  
In Christ Jesus our Lord.  
Amen

## Welcome from our School Staff

[Click here to meet our school staff!](#)

## Welcome from our School Counsellor

Hello St. Ben's families!

Along with our St. Benedict Elementary School's mission, the School Counseling Program is driven to enhance students academic, emotional and social learning. My mission as the School Counselor is to be an advocate for each student by ensuring that each student has access to the counselor as a valuable resource. By promoting and enhancing social awareness, emotional learning and giving equitable access to academic growth, my goal is to make a significant positive impact in a student's life so that they may be geared towards personal, social, and academic success. Each student has the opportunity to become a valuable and integral asset to our community.

So excited to see everyone again! If you have any questions or concerns, please never hesitate to contact me at [jaci.mcnair@starcatholic.ab.ca](mailto:jaci.mcnair@starcatholic.ab.ca), call the school office at 780-986-7480. Also, you will find additional information and resources on my webpage.

Ms. McNair

## A Key Message from our Learning Support Facilitator

Hello St. Ben's Families!

My name is Mrs. Teed and I am the Learning Support Facilitator here at our school. At St. Ben's we strive to provide an inclusive learning environment for all students. I am here to help and support families, students and staff in their learning journey. We understand and respect that all individuals have different learning needs and learn in various ways. If you have any questions, concerns or would like more information on how we can assist your child in the classroom please contact me at [ballerie.teed@starcatholic.ab.ca](mailto:ballerie.teed@starcatholic.ab.ca) or call the school at 780-986-7480.

Mrs. Teed



## Safety and Well-Being in St. Benedict School

*The safety and well-being of our students and staff remains our priority at St. Benedict School. The information in the following sections follows STAR Catholic Re-Entry Plan: Scenario 1 Section Key Health Messages and Guidance for schools. Please click [here](#) to access the document.*

### Cohorts

“A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting” ([alberta.ca/ReturntoSchool](http://alberta.ca/ReturntoSchool))

Cohorts at St. Benedict School will be designed by classrooms/grades. Each classroom (grade) will have a homeroom teacher. In some classroom cohorts an educational assistant may also be part of the cohort. To limit the number of close contacts within our school environment our students will remain in their classroom cohort for the majority of the day. Students will remain in their cohort during music class, physical education class, and recess.

Please refer to [STAR Catholic Re-Entry plan](#) Cohorts (p. 5) for further details.

### Physical Distancing

Staff and students will practice physical distancing as much as is possible. The use of masks, as directed by Alberta Health and by STAR Catholic, is an additional safety precaution. All school staff members are required to wear masks and all students from grades 4-6 are required to wear masks.

Social Distancing Song [here](#)

CBC Kids News: What is social distancing video [here](#)

Distancing precautions we have added to our routines include:

- A. Movement in hallways: signage and directional arrows to control the flow of movement in our hallways, entering and exiting the gymnasium.
- B. Limiting the number of students using the washrooms.

## Washroom Breaks

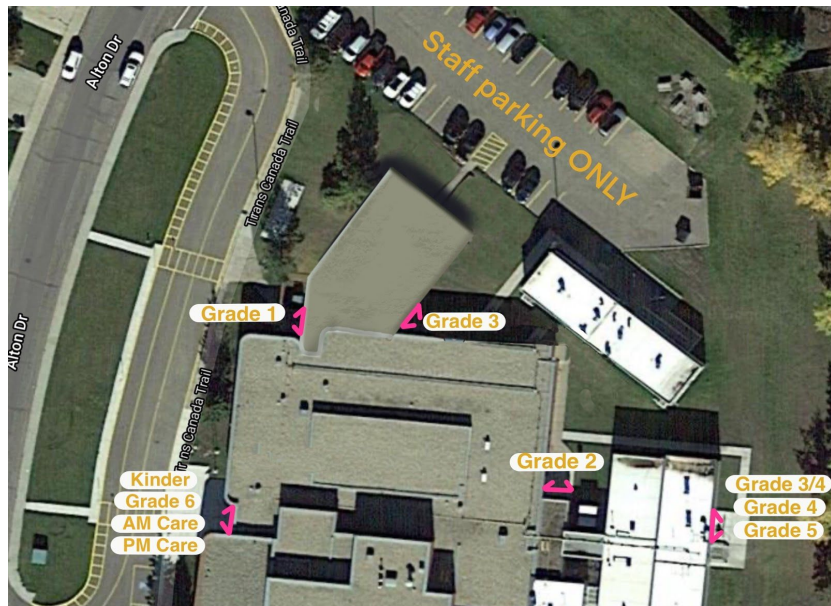
There will be designated washrooms for each grade cohort. In each washroom, stalls are clearly marked with social distance measures in place. Guidelines will be taught to students in order to ensure student safety remains a priority.

### Scheduling Considerations - Staggering

In an effort to limit the number of students arriving and leaving at one time, St. Benedict school will be observing staggered start and dismissal times. Each grade will have their own specified door to use during the day, including coming to school. We will follow an **EVEN** grade timetable and an **ODD** grade timetable for recess and lunch. Kindergarten and the 3/4 split will be considered **EVEN**.

## Assigned Doors

Kindergarten	Front Door
Grade 1	Front side door
Grade 2	Sea can door
Grade 3 (not split)	Portable back door
Grade 3/4 , 4, 5	Playground door
Grade 6	Front door
A.M. Care	Front door
P.M. Care	Front door





## Staggered Start Times

A.M. Care Program: 7:30 a.m. - 8:00 a.m.  
Care Program goes to the classroom: 8:15 a.m.  
Bus arrival: 8:24 am  
Daycare bus 8:24 am  
Parental Drop off by alphabetical order  
    A-J 8:15 a.m.  
    K-M 8:20 a.m.  
    N-Z 8:30 a.m.

## Staggered Dismissal Times

P.M. Care Program 3:15 p.m.  
Bus No. 1: 2:50  
Bus No. 2: 2:55  
Parental Pick-up by alphabetical order  
A-J: 3:00  
K-M: 3:05  
N-Z: 3:10

For the 2020-21 school year, we have developed staggered dismissal times to allow students the opportunity to exit the building without the entire school population dismissing simultaneously. Such factors as bussing, CARE programs, and student cohorts have been considered in creating our plan. We recognize that as the year progresses this plan may need to be revised. We thank you for your understanding and cooperation during this process.

Due to the new protocols for dismissal we are asking parents not to deviate from their original dismissal plan. In understanding that family situations are unique please contact the school by 10:00 a.m. so arrangements can be made.

### **Important drop-off/pick-up notes:**

Parents are to remain in their vehicle at all times. A staff supervisor, identified by a yellow safety vest, will escort your child inside. To assist in classroom cohorts students MUST enter/exit from their designated doors.

If you choose to enter the loop prior to your designated time please continue through the loop. DUE TO THE LIMITED SPACE, PARKING IN THE LOOP IS DISCOURAGED. Alternate parking is available off of Blackgold Drive. There will be no early entry into the loop - it will be closed to vehicles until after the busses have left. The STAFF parking lot is off limits to ALL PARENTS. Please do not park in the staff parking lot.

### Recess Times:

ODD Grades Kindergarten, 1, 3, 5:

Morning Recess	11:00 a.m. - 11:30 a.m.
Afternoon Recess	1:30 p.m. - 1:50 p.m.

EVEN Grades 2, 3/4, 4, 6:

Morning Recess	10:35 a.m. - 10:55 a.m.
Afternoon Recess	12:55 p.m. - 1:25 p.m.

PRE-KINDERGARTEN

Morning Recess	8:45 a.m. - 9:15 a.m.
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PRE-KINDERGARTEN

Afternoon Recess	2:30 p.m. - 3:00 p.m.
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### Lunch times:

ODD Grades 1, 3, 5

Lunch 12:30 p.m. - 12:45 p.m.

EVEN Grades 2, 3/4 split, 4, 6

Lunch 12:40 p.m. - 12:55 p.m.

KINDERGARTEN

Lunch 12:30 p.m. - 1:00 p.m.

### Transportation (Bus Loop)

Parents, guardians, caregivers, siblings and students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19.

### Bus Transportation:

Please familiarise yourself with STAR Transportation Protocols. STAR Re-entry Handbook p. 11 Link [here](#)

Also you may wish to read the Frequently Asked Questions on Transportation. [Link here](#)

Masks are mandatory for students in grades 4 to 6 students. Students will be assigned seats and a record of this seating plan will be kept at the school office to assist with contact tracing in the case of a student having COVID-19. Students will be dismissed according to the seating plan to maintain the bus cohort. Students who live in the same household should be seated together.

The following is the procedure for student loading and unloading of the bus:

- students start loading from the back seats to the front of the bus
- students start unloading from the front seats to the back of the bus

- students must minimize contact with each other by keeping their hands to themselves and remain in their seat at all times
- bus safety will be reviewed with students
- failure to follow bus safety rules will result in;
  - Warning and re-instruction of the safety procedures
  - Collaborative solution focused meeting with the student and families

If a student becomes symptomatic during the bus trip the driver will inform the staff supervisor upon arrival at the school so that appropriate arrangements can be made to pick up the child.

## Entering the School - Students, Staff & Visitors

Please see assigned doors for students prior to entering the school. Visitors are asked to use the front door only.

### Self-screening questionnaire

Parents, students and school staff must review the self-screening questionnaire each day before coming into the school building. Visitors must be symptom free to enter the school. Please click on the appropriate link to access the questionnaire.

[English PDF](#)                      [French PDF](#)                      [Hindu PDF](#)  
[Tagalog PDF](#)                      [Chinese PDF](#)  
[Vietnamese PDF](#)                      [Punjab PDF](#)

The self-screen questionnaire will also be posted at each entrance to the school.

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID 19, or other infectious respiratory disease before sending them to school. **Any adult or child who selects “yes” on any of the screening questions will not be permitted to enter the school, pending further testing for COVID-19.**

Please communicate your child’s absence using this email link: [sb.absent@starcatholic.ab.ca](mailto:sb.absent@starcatholic.ab.ca) or leave a message for our school administrative assistant at 780.986.7480.

All members of our school staff will also assess themselves daily for symptoms of common cold, influenza, COVID 19 prior to entering St. Benedict School.

Please refer to [STAR Catholic Re-Entry Plan](#) Symptom Screening (p. 5) for further details.

## Illness While at School

Parents **must** provide updated emergency contact information for each child. It is imperative that all emergency contacts are available for pick-up during school hours.

Should a student begin to exhibit any symptoms listed on the self-screen questionnaire at school, they will be moved to our designated isolation room within our office. ([Alberta Education Re-entry plan](#))

The classroom teacher will discreetly call the office to identify a symptomatic student. At this time, the office staff will contact the parent or emergency contact on file. Parents or emergency contact are to pick up the student **immediately**. A designated staff member will meet the student at their classroom door. The student will then be accompanied to and cared for in the isolation room in the office. The symptomatic student will be required to wear a mask, including K-3.

"If a child/student develops symptoms while at the school, **the child/student should be asked to wear a non-medical mask if they are able to**, and be isolated in a separate room. The parent/guardian should be notified to come and pick up the student immediately."

- Government of Alberta p. 11

The designated staff member supervising the symptomatic students will:

- a. Provide a mask for the student
- b. The designated staff members will wear a N-95 mask, face shield, gloves
- c. The designated staff will be trained in appropriate use and care of PPE
- d. Transfer symptomatic students to parents or emergency contact

Please refer to [STAR Catholic Re-Entry Plan](#) Responding to Illness (p. 10) for further details.

### Students with Pre-existing Conditions

It is important for our families to contact school administration to notify the school of any pre-existing conditions and symptoms of your child. Please read Alberta Education information [here](#).

In the case of students with pre-existing conditions, we encourage families to have a COVID-19 test done. This will help establish a baseline for students with pre-existing

conditions and its associated symptoms. Students with pre-existing conditions will have this information available on their school medical alert cards. Staff will review students' medical files and discuss pre-existing conditions with student families.

Should your child develop symptoms that are outside of those previously established, we will follow Illness At School Procedure outlined above.

Please refer to [STAR Catholic Re-Entry Plan](#) Symptom Screening (p. 10) for further details.

### Confirmed Cases of COVID 19 at School

In the event that a case of COVID-19 is identified within our school the Zone Medical Officer of Health will work directly with the STAR Catholic Division and St. Benedict School Administration to provide follow-up recommendations and messaging for staff, parents/guardians, and students.

Please refer to [STAR Catholic Re-Entry Plan](#) Responding to Illness (p. 10) for further details.

### Hand Hygiene

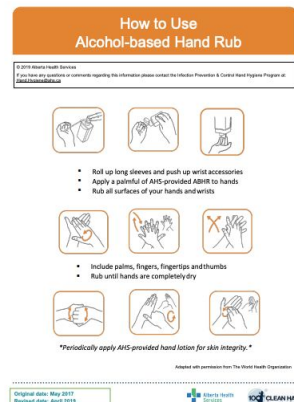
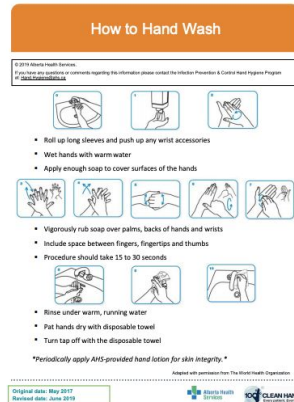
Anyone who enters St. Benedict School will be required to practice hand hygiene using the school's provided sanitizer. As a partnership, we will continue to work together to reinforce proper hand washing and hand sanitizing procedures. Soap and water for 20 seconds (the length of the birthday song) is the preferred method for cleaning hands. If a sink is not available, approved hand sanitizer may be used (minimum 60% alcohol).

We will be reinforcing the following hand hygiene practices (including but not limited to) at St. Benedict School:

- Before leaving home, on arrival at school, and before leaving school
- After using the washroom
- Before and after any transition within our school
- Before and after recess
- After sneezing or coughing
- Before and after breaks
- Before and after eating any food, including snacks
- Before touching face (nose, hands, or mouth)
- Whenever hands are visibly dirty
- Before and after using classroom materials (books, manipulatives, chromebooks etc)

Please refer to [STAR Catholic Re-Entry Plan](#) General Building Guidelines (p. 4) for further details.

These are some posters and videos your child will see at school. Click each image to view it bigger:



[Washing hands video](#)

[Hand sanitizer video](#)

## Cleaning

STAR Catholic Division cleaning standards align with provincial directives around cleaning and disinfecting. STAR Catholic is ensuring the products adhere to health standards and meet requirements to mitigate the spread of COVID-19.

Please refer to [STAR Catholic Re-Entry Plan](#) General Building Guidelines (p.4) for further details.

At our school, increased cleaning measures will include:

- a daytime custodian
- frequent cleaning of high-touch surfaces such as water fountains or door handles



- more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas and classrooms
- removal of soft furnishings and area rugs from each classroom and common areas
- STAR Catholic district is supplying our school with hand sanitizer for each classroom, common area and entrances
- each classroom/cohort will have an “approved” bottle of spray sanitizer to use as needed
- as part of COVID Safe Practices, students will be instructed to wash their hands prior to and after using equipment, entering and exiting classrooms, as well as before and after recesses, washroom breaks, and eating.

Please visit [www.starcatholic.ca](http://www.starcatholic.ca) for additional information.

### **Wearing a Mask**

Please see the [Public Health Order](#) that is in effect as of August 29, 2020. [Click here](#) for guidelines around wearing non-medical face masks. Within the context of St. Benedict School, Personal Protective Equipment (PPE) is primarily focused on non-medical masks.

#### **Staff Masks**

All staff (teachers, educational assistants, administration, custodial) are mandated to wear a non-medical face mask that covers their face and nose where physical distancing of 2 metres is not possible or challenging. As per Alberta Health Services (AHS) guidelines, a face shield does not replace a face mask, but may be used as an additional precaution in conjunction with a face mask.

#### **Student Masks (grade 4-6 only)**

All students K-6 will be provided with two reusable masks by the Government of Alberta. STAR Catholic Division strongly encourages parents and guardians to only purchase masks aligning with the [recommendations](#) from the Government of Alberta, which have multiple layers of fabric and are worn with **loops behind the ears**. Other types of face coverings, such as those worn around the neck, are not considered to be as effective. A mask that is dirty, damaged in any way, has gaps, or doesn't fit well must not be used.

All students in grades 4-6 will be required to wear a face mask while on the bus. All students in grades 4-6 will be required to wear masks in all common areas, hallways, and in classroom contexts in which desks, tables and chairs are NOT able to be arranged in a forward-facing manner.

Should a student misplace or forget their mask, disposable non-medical masks will be available. Teachers will also communicate with the child's family to update on lost or forgotten masks. We encourage families to be in contact with their child's teacher regarding mask usage. Please note that grades 4-6 students are required to wear a mask and as a school we are obligated to follow Alberta Education and STAR Board of Trustee directive.

All students will be receiving instruction and practice on Mask Safety. Our staff will be following the protocols outlined from Alberta Health Services [COVID-19: Masks | Alberta.co](#). We are including the PDF for your reference should you wish to practice at home. Link [here](#).

Key teaching points include:

- Wash or sanitize your hands:
- before putting your mask on
- before taking your mask off
- after taking your mask off
- Keep your nose, mouth and chin covered at all times
- Tighten with ties or ear loops to reduce gaps
- Store cloth masks in a ventilated bag until it can be washed in hot, soapy water
- No sharing or trading masks



### Home Responsibilities for reusable cloth masks

- Inspect the mask, especially ties and loops. Discard or repair if damaged
- Wash daily in hot, soapy water
- Ensure a clean mask is worn every day
- If possible please label your child's mask

Please feel free to view or print the following poster to assist your child in learning how to Wear a Mask (click the image for the original). It will also be posted around the school.



Some videos our staff will be using to teach our students how to wear a mask:

[Wear a Mask to Help Stop the Spread of Germs](#) (1 min)

[Be a Masked Hero](#) (1 min)

[Allie Weber How to Wear a Mask at School](#) (3 mins)

All staff will be wearing masks in common areas and when physical distancing is reduced.

Frequently Asked Questions about Mask Wearing [here](#).

## Our New Routines and Expectations

### Classrooms:

As outlined in the Provincial Re-Entry Plan, within classrooms we are striving to arrange seating so students are not facing one another. This is done to mitigate the risk should a student sneeze or cough. Classroom teachers are striving to arrange classrooms to promote physical distancing.

Please refer to [STAR Catholic Re-Entry Plan](#) Physical Distancing (p. 5) for further details.

### Lockers

Students in Grade 1 to 6 will have assigned lockers.

### Assigned Seating

All students will have assigned seating. K to Grade 2 students will be seated at tables and desks. Each teacher will reduce the number of students at each table to promote physical distancing. In addition to limited assigned seating, clear plexi-glass dividers will also be available.

Grade 3 to 6 students will have assigned seating at individual desks. In each classroom desks will be forward facing and spread out to promote physical distancing.

Students will remain in their classroom cohort for the entirety of the school day. In the case of music, the music teacher will travel to the classroom cohort.

## Supplies

Students must use their own personal supplies as much as possible. Sharing of materials is discouraged. To assist please clearly label your child's supplies prior to sending them to school. Your child's teacher may ask that only the immediately required supplies be sent to school; please confirm this with them to see what will work in their classroom as storage space is limited.

## Washrooms

Washrooms will be cleaned and high touch areas disinfected several times per day by our daytime custodian. Each classroom cohort will have an assigned washroom to minimize different cohorts using the washroom. As in previous years, students will have the freedom to use the washroom by signing in/out of their classroom. When a student leaves their classroom, proper hygiene must be followed.

Each washroom will have a maximum number of students allowed in a washroom at one time. Posters outside the washroom will indicate to students that information. Students in grades 4-6 must wear masks when leaving their classroom, social distance while waiting to use their washroom, and use proper handwashing hygiene.

## Videos For Proper Handwashing

Handwashing 12 steps (1 min) [video](#)

Handwashing from World Health Organization (1 min) [video](#)

Germ Smart Kids - How To Wash Your Hands (5 min) [video](#)

What gets left on your hands when you don't wash properly [video](#)

## Assigned washrooms by cohort

Primary Girls & Boys	Gr. 1 & 2
Gym Girls & Boys	Kindergarten, Kinder Day Program, Gr. 3 & 6
Portables Girls and Boys	¼ split, Gr. 4 & 5
Universal Bathroom	Rm. 127A

## Water Fountains

Students will be encouraged to bring a labelled water bottle from home, filled to start the day. At our school, we have two water bottle fillers. Students will have access to refill their water bottles. When students leave their classroom cohort, they must wear a mask (grades 4-6), follow hallway traffic flow patterns, maintain appropriate physical distance from other students, and sanitize their hands upon exiting and entering the classroom.

## Common Areas

Common areas at St. Benedict School include areas such as the foyer, learning common (library), and T-intersections in hallways which can result in students gathering. To reduce the number of students in these areas, we will be staggering recesses, lunches, and physical education classes. Students will also be expected to follow the traffic flow pattern of our school.

Along with staff supervision, posters on our walls will serve as reminders for our students.

All staff and grades 4-6 students are required to wear their masks in all common areas.

## Learning Common (Library)

This resource will be closed for September.

## Classroom Library/Access to Books

Our library is an integral part of student learning at St. Benedict School. The library is not open at this time. To ensure safe distribution of library materials in order to meet COVID-19 restrictions our learning common technician will:

- a. Come to classroom cohorts with preselected books for students to choose from.
- b. Library books **must** remain in the classroom cohort
- c. On designated days the learning common technician will exchange the book cart for new materials
- d. Planning and selection of library materials is a collaborative effort between the students, classroom teacher and learning common technician.

## Playgrounds

Our goal is to provide two outdoor recess breaks for all students. Students will have access to the playground equipment and green space in a manner that supports cohort integrity and the maintenance of physical distancing. Strategies to achieve this include staggered recess zones of play, and schedules for playground equipment.

Alberta Education and STAR Board of Trustees direct Grade 4-6 students and ALL staff to wear their face mask and sanitize hands when leaving their classroom cohort, moving in the common areas, and entering the building after recess.

**Nutrition Breaks (Snack & Lunch)**

Students are encouraged to bring healthy lunches from home. Each student will have an individual bin where they will keep their lunch kit and water bottle. We will practice safe hygiene (removal and putting on), and storage of masks (grades 4-6) before snack/lunch times.

No cutlery will be provided by the office or the classroom teachers. Please send your child with any cutlery they might need to enjoy their lunch and snack.

Students will be instructed to take home all of their garbage and empty containers to eliminate movement around the classroom while eating (as masks will not be worn during eating breaks). When packing lunches please provide a reusable bag for students to store their garbage and recycling to take home in their lunch kits.

In addition to healthy lunches and snacks, St. Benedict school will be accessing the STAR Catholic Nutrition Program. This program will begin in October. Stay tuned for more information.

### Hot Lunch Program

The St. Benedict Hot Lunch Program is delivered by members of the PEACE Society. The decision to offer the Hot Lunch Program is a collaborative decision between the Society and the school principal. The decision to have a hot lunch program must meet all guidelines directed by Dr. Deena Hinshaw (Chief Medical Officer), Minister of Education, and STAR Board of Trustees. *Further information to follow.*

### Food in Schools (Birthdays & Celebrations)

There are clear provincial guidelines around food in schools during COVID-19. As a result, treats and invitations cannot be sent from home for birthdays or special days, and teachers will not hand out food, invitations or treats in the classroom cohorts.

### Belongings From Home

Items not conducive to learning (toys, stuffies, trading cards, etc.) are not permitted at school.

### **School Office (Secretary, Principal and Vice Principal)**

For parents/families that may need to self-isolate please communicate with our staff via the phone 780.986.7480; text message to Mrs. Greer, Principal 587.990.4008 or via email [connie.greer@starcatholic.ab.ca](mailto:connie.greer@starcatholic.ab.ca). Staff emails are located at the bottom left hand corner on our website homepage. Please allow a minimum of 2 hours for a



response as staff are involved in teaching and do not have immediate access to their emails or phones.

Should an emergency arise, please contact the school office immediately 780.986.7480 or Mrs. Greer's cell phone 587.990.4008.

We are asking families to please call 780.986.7480 or email our school secretary [sb.absent@starcatholic.ab.ca](mailto:sb.absent@starcatholic.ab.ca) to book an appointment with the school. By booking your appointment you are assisting the St. Benedict School community to maintain our safe cohorts. If you wish to meet with your child's teacher, we ask that you contact the teacher via their email address to arrange for a visit. Teacher emails can be found on the St. Benedict School [website](#).

### Upon Arrival

All individuals (staff, students in grades 4-6 and visitors) are required to wear a mask in the school office area. Prior to entering St. Benedict School, please ensure you are wearing your mask and sanitize your hands. Disposable masks are available if you do not have one.

Please complete the following upon arrival:

- A. Complete self health screen.
- B. Sanitize your hands
- C. Wear your mask (if you do not have a mask a disposable mask will be provided for you)
- D. Wait in the foyer in the designated area
- E. You will be invited in once the area is ready
- F. Once in the office area, please remain behind the clear plexiglass

Parents are key partners in the success of our student's educational programming. We are requesting that parents please call the school office 780.986.7480 to book an appointment prior to arriving at the school.

Our administration team's commitment to working with our families has never been stronger. With our new safety protocols we are determined to maintain our commitment to serving our families. Please help us by adhering to the aforementioned safety guidelines.

There will be a maximum number of individuals who can be in the school office at one time. We are asking our community to limit this number to ONE family at a time.

## Volunteers

At this time, St. Benedict School is not allowing volunteers. We value and appreciate the significant contributions our volunteers make to the educational environment at our school however this is in an effort to maintain classroom cohort integrity and promote physical distancing. As the school year progresses, we are hoping to be able to welcome volunteers back.

Should you be interested in volunteering, please ensure that you have an up to date criminal record check and vulnerable sector check. Please contact the office after September 30, 2020 for more information.

## Educational Visitors to our School

All STAR Catholic staff, including staff from multi-disciplinary teams and facilities, will continue to have access to our school. Additional visitors directly involved in the delivery of educational programming services will be permitted. All visitors must follow COVID-19 Protocols which include:

- Self screening [questionnaire](#)
- Proper hand sanitizing
- Wearing of a Mask or Face Shield
- Practice social distancing

As a Catholic school community, scheduled visits from our Parish Priest, Father Silvichan, will continue to be welcomed into our school following the standard COVID-19 safety protocols. Archbishop Smith [outlines how](#) we can continue to build our strong relationship with Father Silvichin and St. Michael's parish during these trying times.

## COVID 19 Visitor Log

ALL visitors to St. Benedict school will be required to record their visit in the COVID-19 Visitor Log. A record of sign-in of all visitors who remain in the school for longer than 15 minutes must be kept. This is critical in ensuring the success of any contact tracing should the need arise. When a parent or visitor enters St. Benedict School with an appointment, please:

- a. Confirm you have completed the self screening [questionnaire](#)
- b. Sanitize hands
- c. Wear a face mask

If a visitor or parent answers YES to any of the questions on the questionnaire, we ask that you **DO NOT** enter the school.

## Emergency Procedures: Fire Drills and Lockdown Drills

The safety of students and staff remains the priority for our school. All safety drills must still be conducted (within cohorts). Physical distancing will be promoted

where possible and other risk mitigation strategies will be included (hand washing/sanitation) following a lockdown practice or evacuation practice.

### Family Choice - Online Learning Option

#### A Quarterly System for 2020-2021

Our school staff hold student safety and learning as a top priority. To assist families who may be transitioning from on-line to in-class or vice versa, our staff and on-line staff will be aligning the scope and sequence of english language arts, math, science, social studies and religion. In addition, our reporting periods will also align with the key dates for switching from online to in-person (November 16, 2020 and February 1, 2021.)

### Pre-Kindergarten and PUF Pre-Kindergarten

All programming at St. Benedict School will adhere to the [STAR Catholic Re-entry Plan](#) and St. Benedict School Handbook (this document).

Staff And Screening: Before every class at the Pre-Kindergarten building, staff members will assess themselves for [symptoms of COVID-19](#).

Each Pre-Kindergarten class will operate as a cohort which includes both staff and children. Any person (principal, vice-principal, teacher, staff member) who enters the space must wear a mask any time they are in the presence of other staff/children and they must wash their hands or use alcohol-based hand rub when entering or exiting each room.

The class cohort will have access to the washroom located in the classroom. No unnecessary items will be stored in the washroom.

#### Entering and Exiting the Pre-Kindergarten Building

Staggered entrance and exit will be practiced with each cohort to support physical distancing measures as directed by Alberta Health Services. Please have one designate parent/guardian pickup and drop off each child (please avoid bringing other siblings to drop off or pick up).

- Wait on the sidewalk in front of steps. PLEASE respect and adhere to the physical distance pylons and use the correct Enter and Exit doors.
- Your teacher will signal you to bring your child to the door.
- Your child will enter the building with the teacher.
- NO parents or guardians will be allowed to enter the Pre-Kindergarten building

- NO parking in the staff parking lot is allowed

The custodial staff will clean and disinfect the classroom between cohorts.

Sick parents, staff members or children will adhere to the [STAR Catholic Re-entry Plan](#) and Government of Alberta protocols.

1. All parents will complete the [COVID-19 Self Assessment/Questionnaire](#) EVERY DAY prior to bringing your child to school.
2. The screening tool will be reviewed with parents.
3. If a child develops symptoms while at Pre-Kindergarten and PUF Pre-Kindergarten, the child will be isolated in a separate space and the parent/guardian will be notified to come immediately to pick up the child. **PLEASE ENSURE YOUR EMERGENCY CONTACT IS READILY AVAILABLE IN CASE THE PARENT IS UNAVAILABLE.**
4. Staff will be trained on procedures to care for children who develop symptoms while at school.
  - a. Students with pre-existing conditions, will follow St. Benedict School procedures as outlined in this handbook.
  - b. Any individuals potentially connected to a confirmed or probable case of COVID-19 will adhere to recommendations from Alberta Health Services.

### Safe Practices in the Pre-Kindergarten and PUF Pre-Kindergarten Classroom

- Whenever possible, physical distancing practices will occur, for example:
- Avoid close greetings like hugs instead encourage physically distant greeting such as waves
- The classroom environment will be setup to avoid clustering or traffic jams
- Staggered individual participation in activities or use of equipment to avoid clustering in any specific area
- All staff will wear, at minimum, a non-medical face mask
- Children will be taught proper handwashing, hand sanitizer techniques as well as respiratory etiquette. This includes washing hands frequently, sneezing/coughing into their elbow, putting used tissues in a waste receptacle and washing hands immediately after using tissues.
- Staff will post signs with visual cues around the room to remind staff and children to perform proper hand hygiene and respiratory etiquette.

### Snack breaks

Children will practice physical distancing while eating. Children will supply their own food and utensils (staff will NOT have access to utensils or supplies). Children will take home any garbage that is brought with them to school.

### Special Events

Birthdays treats, holiday events, performances or celebrations will be cancelled until further notice as these events offer fewer possibilities for physical distancing.

### Cleaning and Disinfecting Items

- Our custodial staff will engage in frequent cleaning each day
- Toys will be cleaned on a regular basis
- Discontinue shared use of items that cannot be cleaned and disinfected
- Soft toys (plush toys and blankets) will not be used at this time
- All shared sensory tables including water tables, sand tables, shared playdough will be closed
- Items such as books and puzzles will remain within the confines of the cohort

### Personal items from home

Please do NOT bring in non-essential personal items

Equipment that is required for your child's day-to-day use will require a collaborative plan between staff, parent and consultant to ensure safety and cleaning protocols.

### **Parent Services: AM / PM Care Programs**

### Staff And Screening

Before every CARE program, staff will self administer the self-assessment [questionnaire](#).

Each Care Program will be assigned specific grades and will operate as a cohort which includes both staff and children. Any person (principal, vice-principal, teacher, staff member) who enters the space must wear a mask any time they are in the presence of other staff/children. All staff must wash their hands or use alcohol-based hand sanitizer when entering or exiting each room.

The CARE cohort will have access to the washrooms:

Care K,1, 2 Cohort will use the "Primary Washroom"

Care Grades 3-6 will use the "Gym Washroom".

### Entering and Exiting the CARE Cohorts

Staggered entrance and exit will be practiced with each cohort to support physical distancing measures as directed by Alberta Health Services.

#### *Entering AM Care Program:*

All parents must scan the QR Code before entering (if you are unable to scan the QR Code a paper copy will be provided). To scan the QR Code, open the camera app on any smartphone and put the code within view. It should prompt you to click a link.

1. Please have one designated parent/guardian come in to drop off child(ren). Avoid bringing other siblings/adults to drop off or pick up.
2. Ring the bell and wait until a staff member opens the door. Adults and children will sanitize their hands prior to entering the foyer.
3. ONLY ONE FAMILY is permitted into the building at a time. Please wait in vehicle or maintain appropriate physical distance from each family.
4. Parents will sign their children into the program. Parents/guardians will not be permitted beyond the sign in table. This is to secure the safety of the cohort. All parents and students in Grade 4,5,6 must wear a mask in all common areas and hallways (as per Alberta Health Services and STAR Re-entry Plan).
5. Entry into the AM Care program is from 7:30 to 8:10.
6. When it is time for school to begin, students will be called to their classrooms to minimize traffic in the hallways.
7. In case of emergency please call 587.990.4008 or text.

NO parents or guardians will be permitted to enter the school building

#### *Exiting PM Care Program:*

1. Students will be in 4 separate CARE Program Cohorts: A, B, C, D. Students will be dismissed from school based on their CARE Program Cohort.
2. Students in grade 4,5,6 will wear masks in the CARE Program as per Alberta Health Services and STAR Re-entry program.
3. Please have one designated parent/guardian to pick up their child(ren). Please avoid bringing other siblings or adults.
4. Parent/guardian will ring the bell and wait for a staff member to open the door. Everyone must sanitize their hands prior to entering the foyer.
5. ONLY ONE FAMILY is permitted into the building at a time. Please wait in vehicle or maintain appropriate physical distance from each family.
6. Parents will sign children out of the program. Parents/guardians will not be permitted beyond the sign in table. This is to secure the safety of the cohort. Students in Grade 4,5,6 must wear a mask in all common areas and hallways as per Alberta Health Services and [STAR Catholic Re-entry Plan](#).
7. A staff member will bring the student to the foyer.

The custodial staff will clean and disinfect the classroom between cohorts.

#### **Sick parents, staff members or children in AM/PM CARE Program**

Adults and students will adhere to the STAR Catholic Re-entry Plan.

- All parents will complete the [COVID-19 Self Assessment/Questionnaire](#) EVERY DAY prior to bringing your child to school.
- The screening tool will be posted on the CARE Information board



- If a child develops symptoms while in the CARE Program, the child will be isolated in a separate area and the parent/guardian will be notified to come immediately to pick up the child. **PLEASE ENSURE YOUR EMERGENCY CONTACT IS READILY AVAILABLE** in case the parent is unavailable.
- Staff will be trained on procedures to care for children who develop symptoms while at school.
- For students with pre-existing conditions, the CARE program will follow directions that are already in place with the school office.
- Any cohort connected to a confirmed or probable case of COVID-19 will adhere to recommendations from Alberta Health Services.

### Safe Practices in AM / PM CARE program

The following precautions will be observed in the AM/PM CARE program:

- Avoid close greetings like hugs; instead encourage physically distant greeting such as waving
- The physical CARE space will be setup to avoid clustering or traffic jams
- Staggered individual participation in activities or use of equipment to avoid clustering in any specific area
- Individual buckets will be created for students to ensure safety and minimize cross contamination
- All staff will wear a non-medical face mask
- Children will be taught proper handwashing, hand sanitizer techniques as well as respiratory etiquette. This includes washing hands frequently, sneezing/coughing into their elbow, putting used tissues in a waste receptacle and washing hands immediately after using tissues.
- Staff will post signs with visual cues around the room to remind staff and children to perform proper hand hygiene and respiratory etiquette.

### Snack Breaks

Children will practice physical distancing while eating. Children will supply their own food and utensils (staff will NOT have access to utensils or supplies).

### Cleaning and Disinfecting of Items

Our custodial staff will engage in frequent cleaning each day

- Toys will be cleaned on a regular basis
- Discontinue shared use of items that cannot be cleaned and disinfected
- Soft items and furnishings (plush toys, blankets, cushions and carpets) will not be used at this time

### Personal items

Please do NOT bring in non-essential personal items. Equipment that is required for your child's day-to-day use will require a collaborative plan between staff, parent and consultant to ensure safety and cleaning protocols.

Indoor shoes will be sent home in your child's backpack each day. Please ensure they remain in their backpack for the next school day. This is different from our routines in previous years where children would return their shoes to their classroom.

## Kinder Day Program (KinderCare)

### Staff And Screening

Before every class at the Kinder Day Program, staff members will screen themselves for [symptoms of COVID-19](#).

The Kinder Day Program will operate as a cohort which includes both staff and children. Any person (principal, vice-principal, teacher, staff member) who enters the space must wear a mask any time they are in the presence of other staff/children and they must wash their hands or sanitize their hands when entering or exiting each room.

The class cohort will have access to the washroom located across from the classroom. The washroom is labelled "Portable Washroom". No unnecessary items will be stored in the washroom.

### Entering and Exiting the Kinder Day Program

Staggered entrance and exit will be practiced with each cohort to support physical distancing measures as directed by Alberta Health Services. Please have one designated parent/guardian come in to drop off child(ren). Avoid bringing other siblings/adults to drop off or pick up.

- Wait on the sidewalk in front of steps. PLEASE respect physical distance markers
- Your teacher will signal you to bring your child to the door.
- Your child will enter the building with the teacher.
- NO parents or guardians will be allowed to enter the School building

### Cleaning and Disinfecting of Items

- Our custodial staff will engage in frequent cleaning each day and between each cohort
- Toys will be cleaned on a regular basis
- Discontinue shared use of items that cannot be cleaned and disinfected
- Soft toys (plush toys and blankets) will not be used at this time
- All shared sensory tables including water tables, sand tables, shared playdough will be closed
- Items such as books and puzzles will remain within the confines of the cohort

### Sick parents, staff members or children in Kinder Day Program

Adults and students will adhere to the STAR Catholic Re-entry Plan.

- All parents will complete the [COVID-19 Self Assessment/Questionnaire](#) EVERY DAY prior to bringing your child to school.
- The screening tool will be posted on the Kinder Day Program Information board
- If a child develops symptoms while in the Kinder Day Program, the child will be isolated in a separate area and the parent/guardian will be notified to come immediately to pick up the child. **PLEASE ENSURE YOUR EMERGENCY CONTACT IS READILY AVAILABLE** in case the parent is unavailable.
- Staff will be trained on procedures to care for children who develop symptoms while at school.
- For students with pre-existing conditions, the Kinder Day Program will follow directions that are already in place with the school office.
- Any cohort connected to a confirmed or probable case of COVID-19 will adhere to recommendations from Alberta Health Services.

### Safe Practices in the Kinder Day Program

The following precautions will be observed in the Kinder Day Program:

- Avoid close greetings like hugs; instead encourage physically distant greeting such as waving
- The physical Kinder Day Program space will be setup to avoid clustering or traffic jams
- Staggered individual participation in activities or use of equipment to avoid clustering in any specific area
- Individual buckets will be created for students to ensure safety and minimize cross contamination
- All staff will wear a non-medical face mask
- Children will be taught proper handwashing, hand sanitizer techniques as well as respiratory etiquette. This includes washing hands frequently, sneezing/coughing into their elbow, putting used tissues in a waste receptacle and washing hands immediately after using tissues.
- Staff will post signs with visual cues around the room to remind staff and children to perform proper hand hygiene and respiratory etiquette.

### Snack Breaks

Children will practice physical distancing while eating. Children will supply their own food and utensils (staff will NOT have access to utensils or supplies).

### Special Events

Birthdays, holiday events, performances or celebrations will be cancelled until further notice as these events offer fewer possibilities for physical distancing.

## Personal items

Please do NOT bring in non-essential personal items. Equipment that is required for your child's day-to-day use will require a collaborative plan between staff, parent and consultant to ensure safety and cleaning protocols.

## Conclusion

Thank you for taking the time to review this important information. St. Benedict School will continue to work through details as the school year progresses and there will be more information to share in the weeks ahead. While we do not anticipate any major changes to what has been outlined here, we do know that flexibility and patience will be instrumental as we journey through this school year. If you have any questions or concerns, you are always welcome to reach out by emailing me at [connie.greer@starcatholic.ab.ca](mailto:connie.greer@starcatholic.ab.ca) or callin the school directly at 780.986.7480.