



# Grade 9-12 Back to School Guide

(COVID Edition)

\*This plan is subject to change and will be updated as required by emerging health risk assessments.\*

We are so excited to welcome our students back to school! In this document we will share with you what school will look like and everything you need to know before sending your child to school this year. The first day of school will be **Tuesday, September 8<sup>th</sup> 8:45am – 3:20pm for all Gr. 9-12 students.**

## A School Day in The Life of an HCCA Student in Grade 9-12:

Before coming to school, check that you do not have any of the following symptoms:

- ✓ Fever
- ✓ Sore Throat
- ✓ Persistent Cough or Trouble Breathing
- ✓ Flu-Like Symptoms
- ✓ COVID-Like Symptoms



Our attendance incentive policy will be on hold until further notice. We want to ensure everyone's safety. Teachers will be utilizing Microsoft Teams so that students can stay caught up should they have to self-isolate at home.



**8:30am** - Students are permitted



to enter using the front doors as their designated entryway.



They may be dropped off on 8<sup>th</sup> Avenue North



Or in the alley provided traffic is not being held up.



If they are driving their own vehicle they can park in the North Lot, but we ask that they walk around the building to the front doors, as this will be their designated entrance.

We are fortunate to be able to maintain our 2 Semester set up and our high school schedule will remain the same:

8:40	Warning Bell
8:45 – 9:45	Period 1
9:50 – 10:50	Period 2
10:55 – 11:10	Homeroom
11:15 – 12:15	Period 3
12:15 – 1:15	Lunch
1:15 – 2:15	Period 4
2:20 – 3:20	Period 5

★ Students have already been enrolled in their scheduled courses as indicated on course enrollment forms that were submitted to Deanna Cook. Should you require a schedule change, please email [Deanna.cook@hccmail.ca](mailto:Deanna.cook@hccmail.ca)

When entering the classroom, we will be encouraging students to:



- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>✓ Only bring what they need for classes</li> <li>✓ Keep their belongings with them (limiting locker use to start)</li> <li>✓ Wash hands frequently and use hand sanitizer as needed</li> <li>✓ Stay out of others' personal space</li> </ul> | <ul style="list-style-type: none"> <li>✓ Only use their own school supplies</li> <li>✓ Avoid physical contact with others</li> <li>✓ Wear a mask when leaving the classroom, with those outside of their class cohort, or when close to others (i.e.. close to teacher during one on one assessment)</li> </ul> |
|---|---|

Students will remain in their cohort classroom as much as possible with the exception of Phys Ed, which will still take place in the gymnasium and Arts Ed 9/Choir which will take place in the Big Group Room. Teachers will be documenting seating plans for each class.

At this time, when possible, we will have teachers move to classrooms rather than students moving to minimize transitions and reduce contact with those outside of their cohort.

We have a few 20 and 30 level classes where there are students from different cohorts, in these classes we will have each cohort distance themselves within the classroom. If they are not able to maintain 2 meters of distance between other cohorts, we will ask students to wear a mask for the duration of the class.

Right now, the Youth Room and Library will only be available to students if permitted by a teacher. Anyone using these rooms will be required to sanitize the area before leaving.

**Chapel and Monday General Assembly** – At this time, we are not permitted to meet in large groups. Students will stay with their classroom cohorts as much as possible. We are working with our teachers and staff to develop some creative plans for providing Opening Assemblies and Chapels in a virtual way that will allow us to remain connected as a school. We look forward to sharing those plans with you once they are in place.

**12:15pm Lunchtime** – The Youth Room will be off limits for lunches at this time. Students will eat lunches in their homerooms. In an effort to provide our high school students time in the gym, we have created a lunch hour gym schedule. When students do not have access to the gym, they will either be eating lunch in their classrooms or they are permitted to leave the building for the lunch hour.

Gym Access					
	Monday	Tuesday	Wednesday	Thursday	Friday
12:15-12:45	Gr. 9	Gr. 11	Gr. 9	Gr. 11	
12:45-1:15	Gr. 10	Gr. 12	Gr. 10	Gr. 12	Gr. 8

Students will be allowed to use sports equipment and will be required to sanitize any equipment when they are finished. Sanitizer spray/paper towels will be provided. At the end of their gym access, students will wash their hands or use hand sanitizer before returning to the classroom.

### 3:20pm - End of the Day Dismissal

This will be one of the most challenging times of the day for congestion so we may make changes and adjustments, as necessary. Masks should be worn at this time, which will ensure their mask goes home to be cleaned and ready for the next day. Students are encouraged to go directly to their cars at this time, to limit contact with others. Students are not permitted to congregate in the front foyer and will be asked to wait outside utilizing the front lawn to remain distanced as they wait for their ride. As a reminder, parents are not permitted to park in the front staff parking lot.

**3:45pm** – We ask that all students be picked up by this time. If they are unable to drive themselves or you are unable to pick up your child by 3:45 please contact the principal at [Kathleen.christoffel@hccmail.ca](mailto:Kathleen.christoffel@hccmail.ca).

**End of Day** – At the end of each day, our maintenance staff will ensure that the building is thoroughly cleaned and sanitized. They have been working incredibly hard and will continue to do so to ensure the building is ready to welcome students and staff back and will be clean and sanitized to start each day! We are so grateful to have such an incredible maintenance team!




In the next pages of this guide you will find:

- A list of safety precautions and plans that will be in place to keep students and staff healthy and safe
- What to expect if someone is sick with COVID-19 symptoms while at school?
- Some Frequently Asked Questions

We have tried our best to help answer the questions that you have about returning to school but recognize there may be more. After reading through this guide, if you still have questions, please don't hesitate to contact Kathleen Christoffel by email at [Kathleen.christoffel@hccmail.ca](mailto:Kathleen.christoffel@hccmail.ca).

What other precautions are in place to keep students and staff healthy and safe?	
Visitors in the building	<ul style="list-style-type: none"> <li>At this time, only staff and students will be permitted in the building in order to limit physical interactions. We will re-evaluate this as guidelines change and restrictions are lifted.</li> </ul>
In the classrooms	<ul style="list-style-type: none"> <li>Students will be cleaning/wiping their desks and workspaces daily before eating lunch and before leaving at the end of the day.</li> <li>Personal school supply items will not be shared between students.</li> <li>We have foaming hand sanitizer dispensers in every classroom and in several common areas throughout the school available for use.</li> <li>This is a unique experience for all of us, but we will be doing our best to help students navigate the safety procedures that will be in place, including teaching and modelling: <ul style="list-style-type: none"> <li>Proper handwashing techniques</li> <li>Proper use of hand sanitizer</li> <li>How to properly use and store a face mask</li> <li>How to stay a safe distance from others</li> </ul> </li> <li>When school is over, our custodial team will use a disinfectant machine that releases a non-toxic formula to disinfect all classroom and workspaces. <b>To start every day, our building will be in a clean/sanitized state to welcome staff and students for the day.</b> This machine will also be used throughout the day as needed.</li> </ul>
Handwashing	<ul style="list-style-type: none"> <li>Some of our classrooms are equipped with sinks. We will be encouraging those classes to use their sinks for frequent handwashing (to avoid crowding in washrooms). Other classrooms will provide time for students to properly wash their hands regularly throughout the day.</li> </ul>
Washrooms	<ul style="list-style-type: none"> <li>We have designated bathrooms for different grade levels. Because washrooms are a common use space that will be used frequently, they will be disinfected at regular designated times throughout the day (once in the morning and again in the afternoon). They will continue to be thoroughly cleaned every evening.</li> </ul>
High-Touch surfaces (ie. door handles, light switches, handrails, etc)	<ul style="list-style-type: none"> <li>Common area touchpoints in shared spaces will be wiped frequently throughout the day by maintenance.</li> <li>Classroom teachers will also ensure these touchpoints are wiped throughout the day within their classroom.</li> </ul>
Water Bottle Filling Stations	<ul style="list-style-type: none"> <li>We have purchased water bottle filling stations (to be installed asap) to allow students to fill their individual water bottles (brought from home each day) as water fountains will be shut off to start the year.</li> </ul>
Signage	<ul style="list-style-type: none"> <li>We have floor decals to assist distancing while waiting in lines for the water bottle filling stations (will be installed asap)</li> <li>Signs in the washrooms and at classroom sinks to remind students of proper handwashing procedures.</li> <li>Traffic flow signs on doors and hallway directional arrows</li> </ul>

What happens if someone is sick with COVID-19 symptoms while at school?	
<b>Isolation Area</b>	Following provincial direction, we have designated an area in the multipurpose room as our Isolation Area. This area will be used for any students who may be displaying COVID-like symptoms to reduce contact with others. In the Isolation Area, there is close access to a sink and PPE including gloves, medical masks, and face shields.
<b>Student</b>  	<p>If a student at school is ill, they will go to the Isolation Area.</p> <p>The following procedures have been outlined by the Saskatchewan Government:</p> <ul style="list-style-type: none"> <li>● Physical distancing between the student who is exhibiting symptoms of COVID-19 and the staff member should be maintained as much as feasible at all times. Staff must wear PPE during all interactions with the student to avoid contact. The student will also be provided with a medical mask and requested to wear it if safe to do so. The student will be supervised at all times.</li> <li>● The school will call parents or caregivers immediately to pick up their child from the school or inform them that their child will drive themselves home (if safe to do so).</li> <li>● If needed, Public Health will provide direction to the school.</li> <li>● Once the student has exited the school facility, staff must wash their hands adequately with soap and water and ensure high touch areas are cleaned and disinfected.</li> <li>● The school will arrange for the timely cleaning and disinfection of the student's classroom and, in particular, the student's desk and surrounding desks. Common touch items in the classroom and/or other school facilities to which the student would have had access that school day, such as washrooms will also be disinfected.</li> </ul>
<b>Staff</b>	<p>If a staff member at school is ill, the following procedures have been outlined by the Saskatchewan Government:</p> <ul style="list-style-type: none"> <li>● If a staff member develops symptoms consistent with COVID-19 while at school, they must inform their administration to provide alternative arrangements for in-class instruction, as well as to notify their local Public Health contact to conduct an initial assessment and provide direction to the school.</li> <li>● Once the teacher has notified admin, they should immediately leave the school facility, and the school cleaning and disinfection procedures will take place.</li> </ul>
<b>Further Info:</b> (Provided by the Government of Saskatchewan)	<ul style="list-style-type: none"> <li>● If a case of COVID-19 is confirmed by the Saskatchewan Health Authority (SHA), the school will be notified by SHA Public Health on the next steps that would be required. These may include self-isolation or self-monitoring, contact tracing, testing and appropriate communication.</li> <li>● Teachers will be keeping up to date records of seating arrangements and attendance to support public health investigation and contact tracing.</li> </ul>



## Frequently Asked Questions



### **1. Will my child(ren) need to wear a mask all day?**

We know that this is a new experience for students and for our staff. We are going to do our best to help everyone follow proper mask use. Classrooms have been arranged to provide as much distance from others as possible. Because we will be keeping students in their classrooms for classes, we are going to treat the classroom as their “family safe space.” Students that would like to wear their mask, are welcome to at any point in the day.

Students will be asked to wear a mask when they are going out into the hallways when other students/classes are around, or when they are with students or staff outside of their classroom cohort with less than 2m of distance. We also will have students put their masks on at the end of the day before exiting as this is a high-traffic time and will ensure their masks go home to be washed.

### **2. Will you be taking my child's temperature?**

We have a touchless thermometer for school use. We will not be taking each child's temperature throughout the day. The thermometer will only be used in the event that a child is showing symptoms and with student or parent permission. If we need to take their temperature, it will be done in the designated isolation area and not in front of their peers. This information will then be shared with parents if they have a fever.

### **3. What if my child has an appointment during school hours?**

If you need to pick up your child during the school day, notify their teacher/office in advance, so we are aware of it. At the time of pickup, when you arrive at the school, please stay in your vehicle, call the school office 306-569-1935 and we will help your child make their way out to your vehicle. Please be aware that this may take some time, so ensure you have enough time for this and be patient with us.

### **4. Why aren't parents/guardians/guests allowed in the building?**

During this time, we are limiting and restricting public access to our school. We will be doing our absolute best with regularly cleaning and disinfecting; minimizing others in the building will help us manage this difficult task and will limit outside contact with other students and staff to help keep everyone safe.

### **5. What if my child is late, which door should they use to enter?**

Grade 9-12 students are asked to use the front doors at all times. Normal late procedures still apply - go to the school office to check in and complete a late slip before proceeding to their classroom.

### **6. What about extra-curricular activities and field trips?**

At this point, extra-curricular activities and field trips will not be happening, including career and work experiences. If and when this changes we will communicate with you as soon as we have any details.

**7. What about classes at Campus Regina Public?**

Unfortunately, Campus Regina Public is not able to offer any classes during first semester. They will re-evaluate for second semester. If you had intended to take a class through Campus Regina Public during first semester, please reach out to Deanna Cook to arrange for alternative credit courses that may be obtained. ([Deanna.cook@hccmail.ca](mailto:Deanna.cook@hccmail.ca))

**8. If my child did not participate in Supplemental Learning last year will this affect the courses they can take?**

All students will have received credit for classes they were registered in during school closures. They will be enrolled into the next courses provided they have the necessary pre-requisites. Teachers will work to support students by providing additional content to fill in any gaps that were missed. At this point, we are still determining details regarding Study Hall, tutoring, and Homework Crush Days. We will share those plans with you once decisions have been made.

**9. What can I do to help?**

Keep your child home if they are sick or if they have been in contact with a person who has tested positive for COVID-19 and follow direction from Public Health. You can also help prepare your child(ren) for the changes that will be happening at school. You can use this document as a guide. Before each day, help your child(ren) be prepared by double checking they have everything as parents are not allowed in the building at this time (i.e. to drop off forgotten lunches or water bottles.) Ensure all your child's school supplies are clearly labelled. Make sure your contact information with the school office is accurate and up to date so that we can reach you or an emergency contact in the event that your child becomes sick at school.

**10. What options are available for my child(ren) if we do not wish to participate in in-person learning?**

We will have an eLearning option available for students that require an alternative to in-person learning during the Covid-19 Pandemic. Students will remain a part of HCCA, maintain their enrollment, but will participate in eLearning from home. Please be aware that if you choose to withdraw your student from HCCA (i.e. to homeschool or use another education option), we currently have waitlists in most of our classrooms; this means we cannot ensure that re-enrollment will be available in the future.

Below are more details regarding this option:

- a. Classes will be taught by a Harvest City teacher using instructional content provided by SunWest.
- b. Teachers will choose content from the SunWest courses that are in adherence to Harvest City's values and doctrinal beliefs.
- c. Students will have opportunities for virtual access to worship/chapels.
- d. This is different from traditional homeschooling; Assignments will be provided by the school and are not the responsibility of the parent to plan and organize.
- e. Technology and internet access will be required (contact us if you need assistance with this).

- f. Courses are available for Kindergarten through Gr. 12 and are specifically designed for engaged learning in an online environment with some learning to take place offline to avoid excessive screen time.
- g. Students will have the opportunity to return to in-person learning at HCCA at the end of Term I/Semester I (January 28) if they wish.
- h. There is no additional cost for eLearning (should you require financial assistance due to this option, please contact the school).
- i. If you would like to choose this option, please email [kathleen.christoffel@hccmail.ca](mailto:kathleen.christoffel@hccmail.ca) as soon as possible but no later than **September 1**.

Phew! That was a lot. Thank you so much for taking the time to read through this guide. We hope it was informative for you. It can be easy for us to become overwhelmed with all of the new information coming at us, but we know that God has it all under control and He will help each and every one of us get through this.

**I am leaving you with a gift—peace of mind and heart. And the peace I give is a gift the world cannot give. So don't be troubled or afraid. John 14:27 NLT**