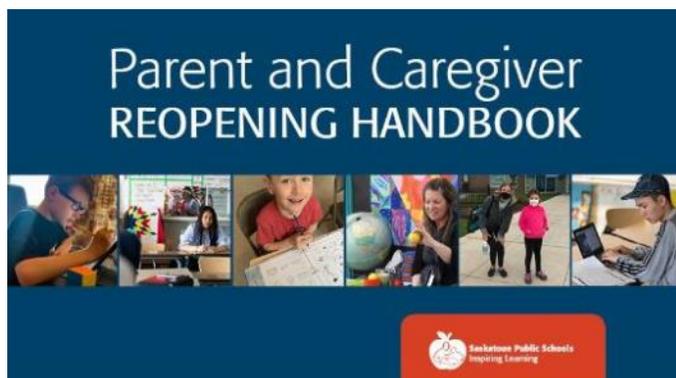


# Parent and Caregiver Reopening Handbook



The guidelines of the Parent Handbook will be adhered to by our school along with elements specific to our school. The following information represents our school specific plan for a safe return to school at Aden Bowman Collegiate. Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer. Changes will be communicated as they occur.

## Parent and Caregiver Access to School



Aden Bowman is proud of our relationships with our families. We work to create a welcoming environment for families and caregivers to come to the school for a variety of reasons. We plan to continue supporting that welcoming environment for families and caregivers to ask questions and seek supports as needed although it will look different this year.

During this time, where limiting interactions is necessary to ensure safety, parents/caregivers are encouraged to contact the main office to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary.

- ◆ Use the following to choose the most effective mode of communication to alleviate the need for parents and caregivers to come into the school. Contact the following for:
  - General inquiries, call 306-683-7600 or email at [AdenBowmanSchool@spsd.sk.ca](mailto:AdenBowmanSchool@spsd.sk.ca)
  - Attendance: 306-683-7605
  - Student Services: 306-683-7606
  - Please email teachers directly if there are any questions about a specific class.
  - Administration can be reached by calling or emailing the main office or school email.
- ◆ If an appointment has been made, please note the following guidelines when parents or caregivers come to the school:
  - *Door for parent/caregiver entry:* Main entrance facing Clarence Avenue.
  - Location of poster with QR codes, paper copies of the Covid-19 questionnaire, and location of hand sanitizer: Front Foyer in the school, directly in front of the main office.
  - Wear a mask.

# Safety & Hygiene

## VISITOR INFO

### visitors to the school

- All visitors must make an appointment to enter the building
- Before entering the building, all visitors will be required to fill out a health questionnaire. The form can be filled out by using a smartphone to scan the QR code posted at the front entrance of the school.
- When entering an absence for a student please call the school or use the school messenger.



### Hygiene in schools

- Handwashing with soap and water will be recommended. There will be signage for proper hand washing technique in washrooms.
- Hand sanitizer will be used by students and staff when entering the school, classrooms and all other rooms within the school.
- Hand sanitizer will be available in each classroom and located in entrances and common areas around the building.
- Students will be expected to ensure safe personal hygiene and follow cleaning guidelines and expectations in the school and classroom.

### Other important information



- High contact areas in the hallways will be sanitized by caretaking staff throughout the day.
- Attendance is integral to the academic success of students. The quint model requires students to be diligent in attending all classes. Students should not miss classes, unless it is unavoidable. One missed class in the quint model is equal to 2.5 classes in the traditional two semester schedule. Two missed classes is the equivalent of missing one week school.
- Aden Bowman teachers will create routines to enhance students' comfort and responsibility for cleaning shared devices before and after use.
- Teachers will create classroom expectations and communicate expectations on safety measures and traffic flow and movement in the classroom.

# Safety & Hygiene



## Ventilation

The school division has standards for the HVAC (heating, cooling and ventilation) systems in schools. Maintenance staff will ensure the proper fit of filters, conduct regularly scheduled maintenance, and complete visual inspections to ensure cleanliness and optimal operating efficiency. The operation of the entire HVAC system is verified regularly to ensure that it is functioning properly. Fresh air intake, mixing, and air exchanges will be increased whenever local weather conditions allow, in accordance with ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers) guidance for building operations during the covid-19 pandemic. Implementing these measures ensures the provision of safe and comfortable teaching and learning environments in all schools.

## FLOW OF TRAFFIC Within the SCHOOL

Aden Bowman is planning the flow of traffic in schools to be communicated visually with a floor plan map. Directional arrows to support safe movement in schools will be used and visible throughout the school. Social distancing decals will be installed on floors where necessary. The Traffic Flow Map will show the arrow patterns, moving in stairwells and entry and exit points. Teachers will also include an explanation and practice walk with students on the first day of school.

- ◆ A staggered start for both the first day of school and in our regular schedule will lessen the amount of traffic in the hallways at vital points in the school day, the start, noon hour break and end of day.
- ◆ Washroom designation:
  - Classes in the upstairs hallway will use second floor washrooms.
  - Classes on the first floor in the south side of the school will use the washroom in that hallway.
  - Classes in the Student Services Hallway and Cafeteria Hallway will use washrooms Near Room 104.
  - Gender Neutral washroom is in the hallway near the stairs leading to the Theatre.
  - Students who use the gender-neutral washroom can access it regardless of where that student's classroom is.
- ◆ Water bottle filling station designation:
  - Classes on the North West side of the school will use the water bottle filling station by the library
  - Classes on the South side of the school will use the water bottle filling station near the art room.
- ◆ Students will be asked to stay in the vicinity of their class to limit movement in the school.
- ◆ ***The Aden Bowman traffic flow map will be posted in the school, be included in the student handbook and communicated during their classes on the first day of school.***



# Safety & Hygiene

## ILLNESS While at school



- Students who are sick need to stay home.
- If a student develops symptoms at school or upon arrival at school, administration will be notified, and the student will be isolated from other students. The parent or caregiver will be notified to pick up the student immediately.
- Aden Bowman's isolation place (single student) is located in nurse's room and room 104 (multiple students) and will be supervised.
- Supervisor(s) of the symptomatic students will:
  - ⇒ Wear a mask, a face shield, and gloves
  - ⇒ Provide the student with a face mask (if not already present)
  - ⇒ Use strict handwashing techniques
  - ⇒ Maintain physical distancing when possible
  - ⇒ Notify the caretaking staff to sanitize the room after the student is picked up.

## Mask Usage



- At Saskatoon Public schools the health and safety of our students and staff are our number one priority. As indicated in the Parent and Caregiver Reopening Handbook:
  - All Aden Bowman students are required to wear masks when appropriate physical distancing cannot be maintained.
  - Aden Bowman staff are required to wear masks at all times when appropriate distancing cannot be maintained.
- When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning).
- All students are required to wear masks while riding the bus.
- All visitors must wear masks.
- Saskatoon Public Schools will provide one reusable mask for each student. Additional disposable masks will be made available to students when needed and required.
- Students are welcome to bring their own masks. Students will have the opportunity to purchase Aden Bowman themed masks in September.
- In some situations, wearing a mask may not be possible for a student. In these instances, school staff members will work with parents/caregivers to consider accommodations. More information can be found on the [CDC website](#).

# Safety & Hygiene

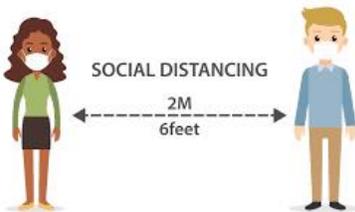
## Mental Health & Social-Emotional Supports

Student mental health and social emotional supports for students are available. Aden Bowman is committed to supporting our students' well-being. In addition to the section in the Parent and Caregiver Reopening Handbook on supporting students we want to make sure that families are aware of that as always, students who need additional support for their well-being may receive support from the school counsellor. Parents who believe this support may be necessary can reach out to their teacher or administrator to discuss. The counsellor will work with the team to determine appropriate supports, which may include direct support and/or assisting students and families to access other services in the community.

Well-being is one of our four student goals in our school division strategic plan. Opportunities to learn about and practice well-being exist across multiple curricular areas.



## Limiting Physical Contact



- Gymnasiums will be used to deliver the physical education curriculum. Outdoor physical education learning will also take place.
- Seating plans will be utilized in all classrooms for SHA contract tracing purposes.
- Smoking/Vaping Area – will be located off school property. Students will be encouraged to social distance within those spaces.
- Considerations will be made to use auxiliary space to deliver education programming to assist in physical distancing
- Use of shared items will be reduced and limited. Only items and equipment that can easily be disinfected before and after use will be utilized.
- Lockers will be on a request only basis, based on physical need. Assigned lockers will be spaced appropriately to account for
- There will be no school assemblies or large gatherings. Virtual options may be considered
- All gatherings will be limited to the maximum number as per current guidelines provided by Saskatchewan Ministry of Education, Saskatchewan Health or the Chief Medical Health Officer.

# School Information

## School Opening—September 8 & 9 Staggered Start

At Saskatoon Public Schools students are our number one priority. We want our students to be safe, healthy and excited to return to school and we want parents and caregivers to feel an equivalent amount of comfort with the reopening. In this current environment we need to practice new ways of being safe and happy at school. To this end our schools will be setting up a staggered start so that we all have an opportunity to practice and refine our new routines and procedures with the students.

The procedure for the staggered start and a schedule will be sent out and communicated with the student timetables. Student timetables will be mailed out to families on August 31.

### Tuesday, September 8 – GRADE 9 and 10

| Grade 9—AM            |                   |
|-----------------------|-------------------|
| 8:50 a.m.—10:20 a.m.  | AM Class (90 min) |
| 10:30 a.m.—11:50 a.m. | PM Class (80 min) |

| Grade 10—PM          |                   |
|----------------------|-------------------|
| 12:40 p.m.—2:00 p.m. | AM Class (80 min) |
| 2:10 p.m.—3:20 p.m.  | PM Class (70 min) |

### Wednesday, September 9 – GRADE 11 and 12

| Grade 11—AM           |                   |
|-----------------------|-------------------|
| 9:00 a.m.—10:20 a.m.  | AM Class (80 min) |
| 10:30 a.m.—11:40 a.m. | PM Class (70 min) |

| Grade 12—PM          |                   |
|----------------------|-------------------|
| 12:40 p.m.—2:00 p.m. | AM Class (80 min) |
| 2:10 p.m.—3:20 p.m.  | PM Class (70 min) |

# School Day Schedule

To support the health and safety of students and staff members, all collegiates will be adopting a block schedule for 2020-21. The school year will be divided into five learning terms or “quints.” A student will take two courses in each quint, one in the morning and one in the afternoon. The updated school year calendar can be found here: [Collegiate Quint Calendar](#). Breaks will be staggered within each block. Students will be asked to maintain social distancing and wear a mask during this time.

## Regular Schedule:

|  | Grade 9/10  | Grade 11/12 |
|--|-------------|-------------|
| AM Class                                 | 8:50-11:29  | 9:05-11:44  |
| Lunch (50 min)                           | 11:29-12:19 | 11:44-12:34 |
| PM Class<br><i>10 min embedded break</i> | 12:19-2:58  | 12:34-3:13  |

## Thursday Schedule (Half Days):

There are ten dates throughout the school year that are scheduled for Staff Meetings, Department Meetings and Professional Development. On these days, students will only have one class. *Students are not to be in the school during PD meeting times as there will be no staff supervisors available during lunch or staff meeting time.*

|  | Grade 9/10                      | Grade 11/12                     |
|--|---------------------------------|---------------------------------|
| AM Class<br><i>10 min embedded break</i> | 8:50-11:29                      | 9:05-11:44                      |
| PM Class<br><i>10 min embedded break</i> | <b>CANCELLED</b><br>PD Meetings | <b>CANCELLED</b><br>PD Meetings |

### Thursday Alternate AM Classes Canceled

- \* Sept 24
- \* Nov 5
- \* Jan 7
- \* Mar 11
- \* May 6

### Thursday Alternate PM Classes Canceled

- \* Oct 15
- \* Dec 3
- \* Jan 28
- \* Apr 15
- \* June 3

|  | Grade 9/10                      | Grade 11/12                     |
|--|---------------------------------|---------------------------------|
| AM Class                                 | <b>CANCELLED</b><br>PD Meetings | <b>CANCELLED</b><br>PD Meetings |
| PM Class<br><i>10 min embedded break</i> | 12:19-2:58                      | 12:34-3:13                      |

# School Information

## Instruction



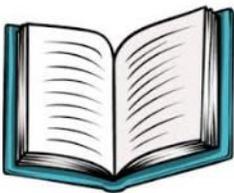
- Student-teacher contact time is a priority regardless of where learning takes place.
- Teachers will ensure that all outcomes are taught.
- Aden Bowman teachers will be utilizing an online platform (Google Classroom, Canvas, etc.) in all classes to support communication, organization and to help teachers limit materials distribution. This platform is not expected to be an online class itself but rather serve as a support.
- Resource support will move toward a co-teaching model with resource teacher support for students taking resource classes. -
- Jazz and Choir will be offered virtually to support the student cohort model of the block schedule. The teachers will communicate the class expectations and plans in the near future.

## Lockers



- At Aden Bowman, lockers will be provided by request only based on physical need. Assigned lockers will be spaced to account for social distancing.
- Students will be asked to bring what they need for their day in their backpack or bag.
- For those that have requested and have been approved for a locker, their locker will be adequately spaced to the next nearest, to limit contact
- Physical Education lockers will not be used, as students will have to come prepared for their class.

## Learning Options



Students best engage in their learning through connection with their teacher and with fellow students. However, in-person learning may not be the best option for every student in the fall. Students will have a choice between in-class learning or online learning.

As families choose between in-class and online learning, school staffing may be adapted and classroom assignments may change early in the school year. We appreciate the patience and understanding of families as we work through these issues.

For the 2020-21 school year, Saskatoon Public Schools [Online Learning Centre](#) (OLC) is offering K-12 curriculum online.

# School Information

## Entering/Exiting the School

Where possible, schools will assign groups of students or classroom specific doors to enter and leave the school. There will be appropriate door signage to ensure those entering the school have done a self-health check.

Students are encouraged to arrive no sooner than 15 minutes before their first class and should move directly to their class upon arrival. Teachers will open classroom doors 15 minutes prior to the beginning of morning classes.

- Aden Bowman will be using designated entrance and exit points for students. This will be communicated to students in the Aden Bowman Student Handbook, and by their classroom teachers. There will also be entry/exit signage.
- The entrance and exits that students will be using are those that are closest to their specific classrooms.
- A diagram of the students' quint 1 classrooms and the entrances and exits they will use, will be sent out in the week before school startup, with their timetables.
- If students do arrive earlier than the encouraged 15-minute timeframe before class, they will be required to be in the cafeteria. Mask requirements and physical distancing guidelines still apply.



## Reporting Student Absences

### Option 1—SafeArrival Attendance Reporting

With SafeArrival, there are 3 convenient methods for reporting your student's absence:

- a) Using your mobile device, download and install the **School Messenger app** from the Apple Store or Google Play store.
- b) Logon to the school portal and access the website under the Quick Links section or go to <http://go.schoolmessenger.ca>
- c) Call the toll-free number **1-833-284-2719**



### Option 2—Contact the School

Aden Bowman also has an answering service to receive calls 24 hours a day or to reach the attendance secretary during office hours at **306-683-7605**.

# School Information



## LUNCH

During the lunch break, students are encouraged to go home wherever possible. Students bringing their own food to school should use clean containers, bring their own utensils and strive to have waste-free lunches. If students remain in the school, they will be eating their lunch in their morning classroom. Over the lunch break, students will either be in their classroom/designated space or be asked to be outside weather permitting.

Aden Bowman students who are in a class that is not conducive to eating (such as Photography, Physical Education, etc.), will eat in the cafeteria in their cohorts, in a designated area.

Georgio's is our Servery at Aden Bowman. Georgio's will follow food safety guidelines outlined in by Saskatoon Public Schools.

Students will be able to pre-order their individually packed lunches from Georgio's. Students who have ordered a lunch will have a staggered, designated pick up time.

Students are required to maintain social distancing while eating lunch and sanitize their area once they are finished.

## BUSING



- Information on Public transit and high school specials busing will be forthcoming
- Bus drivers responsible for transporting the students that ride designated charters, will abide by policies laid by Saskatoon Public Schools
- Special Physical Education and Collective Voice may utilize busing to venues for curricular opportunities
- Students who take school busses will have designated seating on their bus
- Students are required to wear masks on buses where social distancing cannot occur
- The bus driver will ensure sanitization occurs before and after students ride the bus.



## Student Photos—September 10

Student Photo Day will take place on Thursday, September 10. More information regarding what to expect on that day will be forthcoming.

# School Information

## Extra-curricular Activities

Performing arts activities such as musicals, plays, and band concerts, are postponed. With regards to sports, the Saskatoon Secondary Schools Athletic Directorate (SSSAD), in collaboration with Greater Saskatoon Catholic Schools and Saskatoon Public Schools, has decided that the following sports will not be offered in high schools this fall:

Cross Country  
Football  
Soccer  
Volleyball

The decisions regarding extracurricular activities was made to ensure the health and safety of students and staff members, and to protect the class cohorts we are creating in collegiates by limiting student interactions.

As the situation evolves, the plans for extracurricular activities will be reviewed and updated. We will continue to provide updated information as it becomes available.



## Student Services Department



The Aden Bowman Collegiate Student Services Office has two full-time counsellors (Mr. Gordon and Mrs. Williams) and a secretary (Mrs. Wright). Services are provided in the areas of educational planning, career planning, and personal/social development. Call 306-683-7606 to contact a counsellor or speak to a secretary.

## Communications



At Aden Bowman we will continue to keep you updated regarding pertinent information.

- Student timetables will be sent out Monday, August 31<sup>st</sup> by mail.
- The first day schedule will also accompany the student timetables.
- Parent/Teacher interviews will not be occurring face-to-face, however a plan is to be determined.
- Report cards will be distributed and the end of each quint.



## Updating Demographic Information

Please inform the school immediately of any of the following changes to Address, Phone Number, Emergency Contact Information or Email address.