



## 2021 - 2022 BACK TO SCHOOL RE-ENTRY

August 2021

Dear Students and Families,

Welcome to the 2021 - 2022 school year. The entire staff of Ross Sheppard High School is excited to welcome our students, staff and families.

We have been planning extensively to reopen our school and to ensure a safe, engaging, productive and positive school year. We have been mindful of the guidelines provided by Alberta Health Services and our Division. Protecting each other is a shared responsibility—we all have a role to play in following the safety protocols set out by the province and the Division. These protocols are intended to reduce the risk of COVID-19, but do not eliminate all risks.

Although this document provides an update on our Back to School Plan for Ross Sheppard High School, we will also be posting our Ross Sheppard Student Handbook to SchoolZone. This handbook provides insight to many other important aspects of our school life. Please continue to monitor SchoolZone for the latest updates from our school. Also, kindly keep in mind that this plan will be continually updated as our context changes and new information becomes available.

As we embark on this new school year, we recognize that we are all coming back from the summer and the past year with varying levels of comfort and emotions. We endeavour to be proactive in creating a respectful and supportive work environment by demonstrating awareness, vulnerability, and empathy. We take this responsibility seriously. There is nothing more important to us than the safety and well-being of our staff and students. We very much appreciate your patience and support of our students, staff and members of our community.

Sincerely,

Rick Stanley - Principal

# Ross Sheppard High School Back to School Plan 2021-2022

At Ross Sheppard High School, we are committed to the safety and well-being of staff, students and families. Our Division and school's Back to School Plan may exceed the provincial requirements when we feel that extra precautions are necessary to reduce the risk of Covid-19 in our school community. Our plan has been developed around three key themes:

- ✓ safety
- ✓ family choice
- ✓ high-quality teaching and learning

The safety and well-being of staff, students and families is the foundation of this Back to School Plan. Our school-based protocols are intended to mitigate or reduce the risk of COVID-19, but do not eliminate all risk. Our plan's focus on safety does not depend on one single strategy, but many strategies that work together to support the safest environment possible within the complex dynamics of our school community.

The Division, and our school, will reassess throughout the fall and adapt measures, as needed, based on public health recommendations and vaccination rates for students who are over 12 years of age.

More information about the provincial contingency scenarios is included in the [Government of Alberta's 2021–2022 School Year Plan](#). To support families, the province has also released a [parents' guide for the 2021–22 school year](#).

<b>Safety and Wellbeing</b>																	
<b>Organizing for Instruction</b>	<p>At Ross Sheppard High School, semestered and select full-year courses will be offered for instruction.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="background-color: #e1eef6; text-align: center;">School hours for 2021 - 2022</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8:00 am - 8:55 am</td> <td style="text-align: center;">Block 5 (Early Morning Class)*</td> </tr> <tr> <td style="text-align: center;">9:00 am - 10:25 am</td> <td style="text-align: center;">Block 1</td> </tr> <tr> <td style="text-align: center;">10:30 am - 11:55 am</td> <td style="text-align: center;">Block 2</td> </tr> <tr> <td style="text-align: center;">11:55 am -12:35 pm</td> <td style="text-align: center;">Lunch</td> </tr> <tr> <td style="text-align: center;">12:35 pm - 2:00 pm</td> <td style="text-align: center;">Block 3</td> </tr> <tr> <td style="text-align: center;">2:05 pm - 3:30 pm</td> <td style="text-align: center;">Block 4</td> </tr> <tr> <td style="text-align: center;">3:35 pm - 4:50 pm</td> <td style="text-align: center;">Block 7 (Late Afternoon Class)*</td> </tr> </tbody> </table> <p style="text-align: center;">*Blocks 5 and 7 are classes that take place outside of regular school hours</p>	School hours for 2021 - 2022		8:00 am - 8:55 am	Block 5 (Early Morning Class)*	9:00 am - 10:25 am	Block 1	10:30 am - 11:55 am	Block 2	11:55 am -12:35 pm	Lunch	12:35 pm - 2:00 pm	Block 3	2:05 pm - 3:30 pm	Block 4	3:35 pm - 4:50 pm	Block 7 (Late Afternoon Class)*
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<b>Physical Distancing</b>	<p>We will continue to physically distance students, wherever possible, and throughout our building, including in classrooms, hallways, washrooms and common areas. This includes:</p> <ul style="list-style-type: none"> <li>• removing and rearranging some seating in common areas</li> <li>• assigning specific doors to students for entry and exit</li> <li>• managing hallways to promote the flow of foot traffic and physical distancing</li> <li>• having a sign in/out duotang for each class</li> </ul>																

	<ul style="list-style-type: none"> <li>• encouraging students to uphold physical distancing requirements when outdoors or taking public transportation</li> <li>• Teachers will have signout duotangs in each classroom to monitor individual students leaving and reentering the learning space.</li> </ul>
<b>Screening For Illness</b>	<p>Screening for illness is a key strategy to slow down or stop the spread of COVID-19. Staying home when sick remains an important way to care for those around us. Before coming to school each day, families must complete the COVID-19 <a href="#">Alberta Health daily checklist</a> for students and children under 18 to determine whether they can attend or should stay home. Families and staff are not required to submit the checklist to the school. It is a tool to assess wellness.</p> <p>All approved visitors must also complete the Alberta Health daily checklist before entering our school. Students, staff or visitors who feel ill or have any symptoms of COVID-19 cannot enter the school. Anyone who tests positive or has symptoms of COVID-19 must follow <a href="#">Alberta’s isolation requirements</a>.</p> <p>Families are reminded to contact the school office at 780-448-5000 if your child is staying home sick.</p>
<b>Government Requirements-- Symptoms or Testing Positive for COVID-19</b>	Visit <a href="#">Appendix 1</a> for detailed information.
<b>Students with Pre-Existing Conditions</b>	Families should contact our school office at 780-448-5000 about any pre-existing conditions their child has and the related symptoms. This helps our school staff recognize the difference between these symptoms and symptoms that are a sign of illness.
<b>Showing Signs of Illness While at School</b>	<p>If a student or staff member becomes ill during the school day, they will need to leave the school immediately or move to a designated isolated space.</p> <p>When a student is sick, they will wear a mask if they can do so safely. School staff who supervise the student will also wear a mask and will:</p> <ul style="list-style-type: none"> <li>• bring the student to the school’s designated isolated space,</li> <li>• contact parents or guardians to pick up their child immediately, and</li> <li>• follow Division safety strategies around personal protective equipment (PPE) and cleaning and disinfecting and affected areas.</li> </ul> <p>If a parent or guardian cannot pick up their child, the student will remain in the school’s designated isolated space until dismissal.</p> <p>Anyone who tests positive or has symptoms of COVID-19 must follow <a href="#">Alberta’s isolation requirements</a>.</p>
<b>If There is a Case Of COVID-19 at School</b>	<p>As the school year starts, the province has indicated that schools will not be informed about individual cases of COVID-19. Staff and students may choose to notify a school about a positive COVID-19 test, but it is not required. If we receive notification about a positive case from Alberta Health Services in a school, we will communicate with our school community.</p> <p>Quarantine is not required for close contacts under current provincial direction. This means classes will <b>not</b> be required to quarantine if there is a case of COVID-19 at school. Individuals who test positive will be expected to isolate based on the provincial requirements in place at that time.</p> <p>If there is an outbreak of any respiratory illness, including COVID-19, at a school, the Division and our school will work with Alberta Health Services to share information with our school community. As a school, we will continue to report an absence rate of 10% or higher to Alberta Health Services. This helps health officials monitor for a variety of illnesses—such as clusters of respiratory and gastrointestinal illness—and alerts Alberta Health Services to possible outbreaks.</p>
<b>Hand Washing and</b>	Everyone who enters a school will be required to use hand sanitizer or wash their hands immediately. Students

<p><b>Sanitizing</b></p>	<p>and staff will be required to wash and/or sanitize their hands throughout the day, including:</p> <ul style="list-style-type: none"> <li>● every time they enter or exit the school (stations will be set up at entrances)</li> <li>● before they enter classrooms (stations will be set up at each classroom entrance)</li> <li>● before and after they use shared equipment (classrooms will have materials for sanitation/hygiene)</li> <li>● before eating</li> </ul> <p>Classrooms are equipped with sanitizer, paper towels, and spray disinfectant. As required, sanitizer will be available to disinfect shared equipment when it is necessary to use common supplies or materials (e.g., in PE class, math manipulatives, etc).</p> <p>Hand washing (not just sanitizing) is required prior to any activities where students will be preparing (Foods classes) or eating food (lunch time).</p> <p>Students are strongly encouraged to bring and carry their own personal hand sanitizer for personal use throughout the day.</p>
<p><b>Cleaning Guidelines</b></p>	<p>All schools will continue to follow COVID-19 cleaning guidelines. These guidelines include enhanced measures such as:</p> <ul style="list-style-type: none"> <li>● purchasing recommended COVID-19 cleaning supplies</li> <li>● training for custodial staff</li> <li>● frequently cleaning and disinfecting high-touch surfaces such as water fountains and door handles</li> <li>● more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas and classrooms</li> </ul>
<p><b>Ventilation</b></p>	<p>Proper ventilation and airflow is one of many ways we are maintaining safe learning spaces for staff and students. All of our Division schools meet or exceed recommendations from the American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) in relation to COVID-19.</p> <p>We will continue to adapt to any changes to the ASHRAE guidelines throughout the year. In our schools, this means:</p> <ul style="list-style-type: none"> <li>● using the highest grade filters possible</li> <li>● more frequent filter changes scheduled throughout the year</li> <li>● maximizing airflow and fresh air intake</li> <li>● extending running time for mechanical systems by four hours during school days</li> <li>● mechanical systems are inspected on an ongoing basis throughout the year. Our school has mechanical systems that allow for fresh air intake.</li> </ul> <p>When weather allows, we encourage classes to open classroom windows and use the many outdoor learning spaces located on and around our school grounds.</p>
<p><b>Personal Protective Equipment (PPE)</b></p>	<p>Additional PPE is important when:</p> <ul style="list-style-type: none"> <li>● it is part of plans to support our students with special needs who require complex medical supports</li> <li>● custodial staff require PPE to support their work cleaning and disinfecting</li> </ul>
<p><b>Masks</b></p>	<p>Masks are an important way to mitigate the risk of spreading COVID-19, especially now as Alberta is still working toward all eligible individuals being fully vaccinated and children under 12 cannot yet be vaccinated.</p> <p><b>Masks will also enable us to more quickly reintroduce many events that were postponed throughout the pandemic. With the extra level of safety that masks provide, we can slowly reintroduce parts of school life such as field trips, volunteers and special in-person events. To begin the school year, all staff and students in Pre-Kindergarten to Grade 12 will be required to wear a mask while in our buildings.</b></p> <p>Throughout the school year, Edmonton Public Schools will monitor health information and data related to the pandemic to help determine our ability to safely ease the use of masks for some or all students.</p> <p>Some important things to know about the use of masks are:</p> <ul style="list-style-type: none"> <li>● all individuals who are physically, psychologically or developmentally unable to wear a mask, and</li> </ul>

	<p>those who cannot wear one for reasons under the Alberta Human Rights Act, may be excused from this health protocol—families should talk with school administration if this applies to their child</p> <ul style="list-style-type: none"> <li>● masks are required for staff who are wearing face shields</li> <li>● students are encouraged to bring their own personal hand sanitizer and are required to have a mask. We recommend that each day, students wear one mask and bring a couple of extra masks in a sealed plastic bag.</li> <li>● Should a student forget their mask, disposable masks are available in our main office.</li> </ul>
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<b>Vaccinations</b>	<p>Receiving two doses of the COVID-19 vaccine is an essential strategy to keep each other safe. Currently, vaccines are available for all Albertans 12 and older. All Albertans are encouraged to book a vaccination appointment through their local health care provider. To increase people’s access to COVID-19 vaccines, the provincial government announced immunizations will be available through temporary clinics for students in Grades 7–12, staff and community members. Parent or guardian consent will be required for students who wish to participate.</p> <p>The province does not require proof of vaccination to attend school in Alberta. For more information about vaccination policies and requirements, <a href="#">contact Alberta Health Services</a>.</p>
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## What School Will Look Like

<b>The First Day of School</b>	<p>Families should watch for information from their school and check SchoolZone for specific school startup information. Families who have chosen online learning for the start of the school year will hear from the Division (not Ross Sheppard High School) about what the first few days of school will look like.</p> <p>Students attending Ross Sheppard High School in-person should note the following:</p> <div style="text-align: center; background-color: #e1f5fe; padding: 10px; margin: 10px 0;"> <p><b>Thursday, September 2<sup>nd</sup> (First day of classes)</b></p> </div> <p><b>Morning: GRADE 10s ONLY ATTEND</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>9:00 – 11:30 AM</b></td> <td>Grade 10 Orientation</td> </tr> <tr> <td><b>11:45 AM – 12:45 PM</b></td> <td>Lunch (Snack bag provided for grade 10s)</td> </tr> </table> <div style="text-align: center; background-color: #e1f5fe; padding: 10px; margin: 10px 0;"> <p><b>Afternoon: ALL GRADES ATTEND - Positive School Culture Building Activities, Re-Entry Information, Expectations &amp; Class Introductions</b></p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Block 1: 12:50 – 1:26 PM</b></td> <td>Attend Regular Block 1 Class</td> </tr> <tr> <td><b>Block 2: 1:31 – 2:05 PM</b></td> <td>Attend Regular Block 2 Class</td> </tr> <tr> <td><b>Block 3: 2:10 – 2:46 PM</b></td> <td>Attend Regular Block 3 Class</td> </tr> <tr> <td><b>Block 4: 2:51 – 3:30 PM</b></td> <td>Attend Regular Block 4 Class</td> </tr> </table> <p><b>Mini Registration:</b> Students who did not pick up their schedule in August are asked to go to the South Gym and then Finance Window to complete their registration.</p> <p>Students who have not pre-enrolled or registered at Ross Sheppard High School and are new to the area must make an appointment with Student Services.</p> <p><b>Important Things To Know:</b></p> <ul style="list-style-type: none"> <li>● There is a no hat/ hoodie policy that is strictly enforced. Only cultural, spiritual/ religious headgear is accepted</li> <li>● An Attendance Policy is in effect</li> </ul>	<b>9:00 – 11:30 AM</b>	Grade 10 Orientation	<b>11:45 AM – 12:45 PM</b>	Lunch (Snack bag provided for grade 10s)	<b>Block 1: 12:50 – 1:26 PM</b>	Attend Regular Block 1 Class	<b>Block 2: 1:31 – 2:05 PM</b>	Attend Regular Block 2 Class	<b>Block 3: 2:10 – 2:46 PM</b>	Attend Regular Block 3 Class	<b>Block 4: 2:51 – 3:30 PM</b>	Attend Regular Block 4 Class
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	<ul style="list-style-type: none"> <li>• All staff and students must sanitize at the beginning of each day as well as throughout the day</li> <li>• Masks must be worn at all times, except when eating or drinking</li> <li>• Students should carry their school identification on them at all times</li> <li>• If a student has a spare on September 2nd, they are asked to report to the Connect Hub if their last name begins with A - L or the Cafeteria if their last name begins with M - Z during their spare.</li> </ul>
<p><b>Arriving and Leaving School</b></p>	<p>All Ross Sheppard High School students will be able to enter the school via one of five entrances.</p> <ul style="list-style-type: none"> <li>• Students in Physical Education, Sports Medicine, Sports Performance and Drama classes will enter the South Gym entrance at the front of the school.</li> <li>• Students in the Interactions and Community Learning Skills (CLS) programs will enter and exit the school through the north west doors (rear entry to school, off Peter Hemingway Pool)</li> <li>• All other students will use one of three entrances - the front main doors (111 Avenue parking lot), the north east doors (rear entry to school, off Coronation Field) and the east facing doors off the Fitness Centre..</li> <li>• Classrooms will be open 15 minutes before classes start. Students are expected to remain outside the school until this time.</li> <li>• Upon entering the school, students will sanitize their hands and then head directly to their classroom with all of their supplies/possessions.</li> <li>• At 9:15 a.m. and 12:45 p.m. all exterior doors will be locked and only the front main doors will remain open.</li> </ul> <p>All student entrances will be unlocked at 7:30 am each school day. The north east entrance, which will only be accessible for our CLS and Interactions students, will remain locked throughout the day. Although students will be able to enter in the morning, classes will not begin until 9:00 am. Upon entry, students must proceed directly to their classroom and assigned desk. Lockers will be assigned to students if requested through their vlock one teachers (more information to follow). Staff will be supervising the hallways and classrooms to encourage students to keep moving and respect physical distancing as they proceed to their designated class/ desk.</p> <p>It is imperative that students arrive at school on time. If a student arrives late, they will need to proceed to the front entrance (main school doors). We expect students to take personal responsibility to ensure they arrive for class on time so they maximize learning time and reduce safety risks.</p> <p>In the case of inclement weather (i.e. if it is raining heavily or if the temperature drops to -23 degrees Celsius), school entrances will be open to all students at 7:00 am for the main front entrance and 7:30 am for all others. Students will need to enter designated doors, following established protocols for arriving at school and practicing health hygiene, and proceed directly to their assigned classroom.</p> <p>Adults who bring students to school will be asked to stay in their vehicle or maintain an appropriate physical distance on the edge of the school grounds. Those who need to enter the school must pre-book an appointment with the school office. Parents and guardians of children with complex needs who require support to enter the building should contact our school office in late August. Staff will work to develop a plan that is safe.</p>
<p><b>Signage and Visual Cues</b></p>	<p>Visual cues (posters, signs, etc) will be used to help students and staff remember and maintain physical distancing and proper hygiene practices within the school.</p>
<p><b>Hand Sanitizer and Handwashing</b></p>	<p>Hand sanitizer will be located throughout Ross Sheppard High School for student and staff usage. As soon as students enter the school, they will be required to use hand sanitizer or immediately wash their hands. Students will also be required to use hand sanitizer again before they enter their classroom and prior to eating food. Families are encouraged to send their children to school with personal hand sanitizer.</p>
<p><b>Lockers</b></p>	<p>Ross Sheppard School will reintroduce the use of lockers for the 2021 - 2022 school year. Students wanting a locker will be able to request one from their block 1 teacher during the first few days of the school year.</p>

	Students will need to supply their own locks. Exterior high-touch areas of each locker will be sanitized daily.
<b>Student Supplies and Learning Materials</b>	<p>Students will use and store their own personal supplies. Students are encouraged to bring their own personal hand sanitizer and are required to have a mask. Students should only bring essential materials and supplies that they can carry in their bag or backpack.</p> <p>Teachers may plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If a specific course requires specialized materials or shared equipment, teachers will establish and communicate routines or protocols around the use of materials, equipment and textbooks such as:</p> <ul style="list-style-type: none"> <li>● Carefully planning lessons for limited use of shared equipment in Phys. Ed. (classes will be held outdoors as much as possible, all equipment cleaned after each use).</li> <li>● Accessing safety glasses and sanitation units for science labs (glasses will be assigned to individual students and sanitized prior to use by another student)</li> <li>● Science lab and foods aprons for student use during class will be cleaned/laundered prior to distribution to another student.</li> <li>● Students are encouraged to keep backpacks and jackets in their lockers if they have chosen to get a locker, otherwise, they are asked to keep their belongings under or on the back of their assigned seats.</li> <li>● Students will wash or sanitize their hands both before and after using shared items.</li> </ul> <p>Teachers may book Chromebook carts for use with a class. Chromebooks will be sanitized prior to and after each use. Chromebooks will not be shared between students; devices will be assigned to individual students for the duration of a class. Students are encouraged to use their own devices during the day.</p>
<b>Washroom Protocols</b>	Washrooms will be cleaned and disinfected several times throughout the day. Students will be asked to use the washroom closest to their classroom during class time.
<b>Water Bottle Filling Stations</b>	Water fountains are now operating. Students are encouraged to fill their water bottles from the water bottle filling station rather than drinking from the fountain directly. Fountains will be cleaned and disinfected several times throughout the day, with particular attention to the knob and push buttons.
<b>ATMs</b>	At this time, we will not have access to ATM machines.
<b>Learning Commons</b>	<p>Our Learning Commons space is open to students for quiet study. Teachers may book a time for class use of the Learning Commons; sanitation practices will be in place and spaces will be cleaned and disinfected between classes.</p> <p>Textbooks will be assigned, as needed, to students. Students will not be able to share textbooks with other students. Textbooks that will be returned will be sealed for a period of time prior to sanitization and placed in storage.</p>
<b>Open Campus</b>	<p>Our students will be allowed to leave campus during lunch breaks or spare periods. Having an open campus has allowed our students to go home for lunch or access external food services. An open campus allows for a break in structure from the normal school setting that students are in for the entire day. As always, families need to discuss whether or not their child is able to leave the school grounds during the course of the lunch hour.</p> <p>If students choose to leave the school building, they must:</p> <ul style="list-style-type: none"> <li>● respect physical distancing and all other provincial COVID-19 health protocols when off campus</li> <li>● assess whether they have any symptoms of illness before they re-enter the school—students with newly developed symptoms will need to go home</li> <li>● re-enter the school through one of the four assigned doors - please remember that except for the front doors, the other doors will be locked at 12:45</li> </ul> <p>Students on spares may work in:</p> <ul style="list-style-type: none"> <li>● Cafeteria</li> <li>● LRC</li> </ul>

	<ul style="list-style-type: none"> <li>• Connect Room</li> <li>• Designated hallway seating areas</li> </ul>
<b>Lunch</b>	<p>It is important for students who stay at school for lunch to remember to bring their lunch each day, or bring money to buy food in the cafeteria.</p> <p>Students will store lunches with their other personal belongings. All students must wash/disinfect their hands before eating and eat only their own food. At this time, microwaves will not be available to students and vending machines will not be operating. There is to be no shared food or drinks between students. Families should speak to their children about the health warnings and dangers of sharing food and utensils.</p> <p>Possible lunch locations: Assigned Classrooms Cafeteria (max 6 per table) Hallways Outdoor grounds Westmount Mall</p>
<b>Food in Schools</b>	<p>Potluck events, barbecues or special lunch days are all postponed at this time. Treats cannot be sent from home for birthdays or other special days.</p>
<b>Volunteers and Visitors</b>	<p>Our school looks forward to having visitors and volunteers back in schools working with our students. However, as we initially come back into school under tighter health guidelines, we will continue with virtual experiences as much as possible.</p> <p>During the year, we will explore ways to safely bring volunteers, visitors and parents into our school. This will look different from school to school based on the unique circumstances of each school community. When visitors are invited back into schools, all individuals are required to:</p> <ul style="list-style-type: none"> <li>• <a href="#">screen for illness</a></li> <li>• sign in at the school's visitor log</li> <li>• wear a mask</li> </ul> <p>Individuals who are permitted to enter schools without an appointment include Canada Post, delivery and maintenance personnel who support the running of the school, and emergency responders. All visitors are required to wear a mask when entering and visiting our school or any other Division school.</p>
<b>Edmonton Public Schools Staff Entering School Buildings</b>	<p>At this time, Division staff are permitted to enter school buildings as required. This includes supply staff, facilities maintenance personnel, delivery employees, teaching and learning support staff and Division security staff. All staff visiting the school must sign the school's visitor log. Division staff are required to wear a mask in schools. If staff are working directly with students or school staff they must remain masked. If Division staff are working alone, they may remove their mask.</p>
<b>Communications</b>	<p>Families are encouraged to stay in contact with our school through email (<a href="mailto:rsheppard@epsb.ca">rsheppard@epsb.ca</a>) and by phone (780-448-5000).</p> <p>Families can stay in contact with teachers and administration through email, by phone, and via Google Meets. Email contact information will be posted to SchoolZone under the School Resources section.</p> <p>Students and families can request a meeting with a counselor in Student Services or an Assistant Principal in the main office or make a course change request by completing an <a href="#">Appointment Request Form</a>.</p> <p>Families who need to go into the school must book an appointment in advance. Family members attending the school for any reason, including to pick up a sick child, will be asked to complete the school's visitor log and complete the <a href="#">Alberta Health daily checklist</a>. Family members are required to wear a mask in schools and will be required to wait in the front foyer.</p>

	<p>We believe it is important to forge a strong connection between home and school. Subsequently, we communicate with students, parents/ guardians and community members using:</p> <ul style="list-style-type: none"> <li>● SchoolZone (our primary school communication tool)</li> <li>● Google Classroom (our primary teacher/ instruction communication tool)</li> <li>● school website: <a href="https://rosssheppard.epsb.ca/">https://rosssheppard.epsb.ca/</a></li> <li>● Twitter: <a href="#">@ShepHighSchool</a></li> <li>● Instagram: <a href="#">@shephighschool</a></li> <li>● YouTube: <a href="#">Ross Sheppard YouTube Channel</a></li> <li>● Parent-Teacher-Student Conferences (virtual this year)</li> <li>● interim/ progress reporting</li> <li>● student and parent/ guardian surveys</li> <li>● School Messenger</li> <li>● by phone, email, Google Meets, or in-person meetings (pre-booked appointments only)</li> <li>● <a href="#">T-Bird Times School Newsletters</a></li> <li>● <a href="#">Westmount Window Magazine</a> articles</li> </ul>
<p><b>Student Teachers</b></p>	<p>Our Division continues to support the placement of student teachers. Student teachers will be expected to follow all safety and health protocols in place for our staff and students. They will not be permitted to attend the school if they have symptoms of illness.</p>
<p><b>Transportation</b></p>	<p><b>Public transit</b> Masks are required for students who take Edmonton Transit Service (ETS).</p> <p><b>Yellow bus service (for our Interactions Program and Community Learning Skills Program students)</b> To help keep students and drivers as safe as possible:</p> <ul style="list-style-type: none"> <li>● all students riding the bus are required to wear a mask, as directed by the Government of Alberta</li> <li>● students will be assigned regular seats, using a seating plan</li> <li>● students will respect physical distancing while they get on and off the bus</li> <li>● there will be a protective zone between the driver and student passengers</li> <li>● the bus will be cleaned according to COVID-19 cleaning standards prior to each run, and this cleaning will be recorded by the driver</li> </ul> <p><b>Carpooling</b> When possible, students and staff should only carpool with members of the same household. If you or your child must carpool with another family, please follow these safety guidelines:</p> <ul style="list-style-type: none"> <li>● limit the number of people in the vehicle, where possible, to maintain physical distance of two metres</li> <li>● make sure all occupants wear masks and wash their hands before entering the vehicle</li> <li>● clean and disinfect commonly touched surfaces such as door handles, seatbelt buckles and arm rests after each trip</li> </ul>
<p><b>Emergency Preparedness and Procedures</b></p>	<p>We will continue to work with City of Edmonton Fire and Rescue to ensure that emergency drills (such as fire drills or lockdowns) reflect COVID-19 safe protocols. In the case of an actual emergency, we will adhere to our school's Emergency Preparedness Plan.</p>
<p><b>Maps</b></p>	<p>For assigned entrances, please see <a href="#">the attached map</a> of the school for modified entrances and times.</p> <p>Schools will have measures in place to promote physical distancing in spaces where students often gather, such as foyers, The Learning Commons or intersections in hallways. Measures may include:</p> <ul style="list-style-type: none"> <li>● limiting the number of students allowed in specific areas at certain times</li> <li>● requiring students to walk straight through some areas so they don't crowd together in groups</li> <li>● reminding students to follow physical distancing protocols</li> </ul> <p>Please note that occupancy limits will be established in certain spaces. Limiting the number of people able to be in an area at one time ensures proper distancing. Occupancy limits and cleaning protocols will exist in other areas to reduce risk in spaces. Masks are required throughout the school for all students and staff.</p>

## Teaching and Learning

<p><b>Family Choice in the First Half of the Year</b></p>	<p>Many families want a choice in how their child learns because of the changing nature of the pandemic. As a Division, we understand this and want to make sure all students and families feel comfortable learning in person or online. Families had until August 19 at 4 p.m. to decide whether their child will attend school in person or online for the first half of the school year. There are several areas in our plan where we have indicated that we will continue to monitor and may make changes over the coming weeks in response to evolving health data, provincial guidelines and how the plan is working. It is important that families choose a learning option that they are comfortable with if some safety restrictions loosen up or are lifted prior to the end of the first semester. Families will not be able to switch their choice after the deadline. Read more about <a href="#">back to school</a> on epsb.ca.</p> <p>High schools will schedule using a semester system. Learning for students will be organized into the first and second halves of the school year with a small number of courses offered full-year.</p>
<p><b>Full Return to In-Person Learning</b></p>	<p>We hope all students can return to in-person learning for the second half of the 2021–22 school year. If that’s not possible due to the pandemic, families will have another opportunity to choose online or in-person learning for the remainder of the year. We will share more information with families in December.</p> <p>2021–22 School Year Semesters</p> <ul style="list-style-type: none"> <li>● First half: September 2 to January 28, 2022</li> <li>● Second half: January 31 to June 28, 2022</li> </ul> <p>Families remain enrolled in the school where they registered or pre-enrolled for 2021–22, whether they choose in-person or online learning.</p>
<p><b>In-Person Instruction</b></p>	<p>Students who attend Ross Sheppard High School in person will be assigned to a class where a classroom teacher will support their learning. If the student is registered in an alternative or language program (such as our International Baccalaureate Program), they will continue to receive instruction in that program. If a student needs to stay home due to illness, their teacher will support them by sharing what they’ve missed but will not provide online instruction.</p> <p>Students will follow assigned seating plans throughout the day in each class. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a group of students.</p>
<p><b>Online Instruction</b></p>	<p>Students who learn online will be part of an online learning group with an assigned teacher. Online students will remain enrolled at the school where they registered for 2021–22. However, their online teacher may not be a staff member at that school (i.e., their teacher may not be on the Ross Sheppard High School staff). As well, students in an online learning group will often be from more than one Division school. Based on the number of students who select online instruction, the Division cannot guarantee that alternative and language programs will be available online. Families with children registered in an alternative program, but choosing online learning for the first half of the school year, will continue to receive information from their school about the alternative program. Online students will also be welcome to participate in any special events related to the alternative program.</p> <p>Over the last year, the Division has invested significant resources to develop comprehensive learning materials for students. These materials provide continuity of instruction and help teachers provide high-quality learning opportunities, no matter what type of learning they choose for their child.</p>
<p><b>Students Enrolled at Argyll Centre</b></p>	<p><a href="#">Argyll Centre</a> has been delivering home education and online learning services to Edmonton families for more than 20 years. Home education through Argyll Centre is different from the online learning option families have in the first half of the school year.</p> <p>According to Alberta’s <a href="#">Education Act</a>, a home education program is provided by a parent under the supervision of a board of trustees of a school division or an accredited private school. The parent must make sure their home education program meets the requirements in the <a href="#">Home Education Regulation</a>. Once registered at Argyll Centre, a student is no longer connected to their designated home school for the 2021–22 school year.</p>

<p><b>School Fees</b></p>	<p><i>Families can expect to pay school fees at the start of the school year during registration or throughout the school year at the Finance Office. Fee payments can be paid online through SchoolZone or in person at the Finance office either by cash, debit or credit card (no cheques).</i></p> <p><i>Bus Passes will continue to be sold on a monthly basis at the Finance Office or on SchoolZone. Annual Bus Passes will <b>NOT</b> be available this school year. <a href="#">Review student transportation fees for 2021–22.</a></i></p>
<p><b>Supporting Students with Special Needs</b></p>	<p>Returning to school can cause additional concern or anxiety for our families of students with special needs. Families need to know we are taking steps to support students with special needs by:</p> <ul style="list-style-type: none"> <li>● continuing COVID-19 safety protocols for complex medical interventions and supports that students require, to keep both students and staff as safe as possible</li> <li>● continuing student-support plans, such as Individual Program Plans (IPPs), Medication Management Plans or Individual Behaviour Support Plans</li> <li>● addressing effective learning strategies for online learning in IPPs</li> </ul>
<p><b>International Students</b></p>	<p>International students will be permitted and will adhere to all federal and international travel requirements, prior to attending an Edmonton Public School. All international students need to follow <a href="#">isolation requirements</a> and relevant public health orders.</p>
<p><b>Use of Technology</b></p>	<p>School devices will be disinfected between uses, according to Division COVID-19 cleaning guidelines. Students are encouraged to bring their own devices to school. In most cases, we recommend Chromebooks because they work with the Google Workspace tools we use across our Division. Families interested in buying a Chromebook for their child may access special pricing from our Division suppliers through the <a href="#">Chromebook parent purchase program</a>.</p> <p>Students who bring their own device are responsible for taking it home to charge and sanitize it every night. Families who choose to have their child participate in online instruction require access to a device and a reliable internet connection at home. Families without this access should contact their school to borrow a device and arrange internet access, if needed.</p>
<p><b>Preparing to Change/Pivot if Needed</b></p>	<p>In addition to preparing student lessons and units, our teachers will be working with students extensively in the early part of the school year to ensure all students are ready to pivot to alternate learning models/ scenarios if need arises due to the changing health context. To support students, our teachers and administration will:</p> <ul style="list-style-type: none"> <li>● Develop and model use of a Google Classroom for every class/course</li> <li>● Provide specific lessons that support students with re-connecting to each other and our staff</li> <li>● Provide detailed presentations about school routines and policies</li> <li>● Provide in class presentations on Mental Health and Wellbeing; in addition to supporting students with feelings of anxiety, uncertainty, or grief/ loss with recent changes at school, in their homes, and in our greater community (students in need of specialized support will be referred to counsellors who will connect with students and families/ caregivers)</li> <li>● Provide in class presentation on Academic Planning (including grad requirements, scholarship opportunities, career planning, meeting grad requirements, etc)</li> </ul>
<p><b>Subject-Specific Information</b></p>	
<p><b>Band/Guitar</b></p>	<p>Music instruction and extracurricular activities will continue with some health measures in place. Singing, wind instruments and guitar/ band classes will be permitted when:</p> <ul style="list-style-type: none"> <li>● Students do not share instruments or sheet music</li> <li>● Students will be physically distanced</li> <li>● Masks worn during guitar classes</li> </ul> <p>Guitar and band instrument rentals will continue. Our Department Head of Fine Arts will communicate protocols directly with band and guitar students.</p>

<p><b>Physical Education</b></p>	<p>Our staff is excited about our students engaging in Physical Education - our goal is for each student to appreciate and develop an interest in physical and recreational activities by encouraging an active, healthy lifestyle. We are adjusting our plans so that our students:</p> <ul style="list-style-type: none"> <li>● acquire skills through a variety of developmentally appropriate movement activities</li> <li>● understand, experience and appreciate the health benefits that result from physical activity</li> <li>● interact positively with others</li> <li>● assume personal responsibility to lead an active way of life (this includes taking personal responsibility in regards to current health guidelines)</li> </ul> <p>We will continue to provide physical education instruction. If the weather permits, we will hold physical education classes outdoors. Students are expected to be suitably dressed for activities outside, in the gymnasium, and in all other teaching areas. They must be prepared for indoor or outdoor activities and for warm or cold weather.</p> <p>Sharing equipment will be minimized and equipment will be cleaned and disinfected before and after each use. Students must wash or sanitize their hands before and after using equipment. Our change room and accompanying lockers will not be available at this time. We will assess locker usage throughout the year. Our PE team recognizes the importance of quality, regular hygiene and health practices. In addition to hand and respiratory hygiene, our teachers will focus on the importance of changing clothes (use change rooms and keep belongings in their bags during class time) and washing clothes/ masks daily, bringing/ filling water bottles to stay hydrated, cleaning shared equipment and building physical stamina in pursuit of a more active lifestyle. During the school day, students are expected to wear masks at all times unless teachers indicate otherwise (for example, students may be able to remove masks during intense, rigorous exercise or when outdoors and physically distanced).</p>
<p><b>Art</b></p>	<p>Students will have their own personal materials and art kits. Shared supplies will be cleaned and disinfected between use.</p>
<p><b>Labs</b></p>	<p>Our staff is excited about programming that will give students an engaging, practical, and real-world experience that includes hands-on learning to every extent possible. As the current context continually changes, we will adapt our programming to uphold safety standards and to ensure high-quality programming.</p> <p>As students engage in laboratory experiences, they are provided the opportunity to develop problem-solving and critical-thinking skills, as well as gain exposure to different materials and equipment in a lab setting. Fostering skills such as digital fluency, collaboration, problem solving, and creativity also occurs within the context of a laboratory setting. Our experience and research shows us that these activities improve scientific literacy skills; however, at this time, we recognize that we will need to adjust our practice to ensure physical distancing and to reduce the use of shared equipment. Subsequently, lab-based learning will include:</p> <ul style="list-style-type: none"> <li>● the use of teacher demonstrations, web-based, and computer-simulated activities where appropriate</li> <li>● planning for lessons that limit use of shared equipment in lab settings where possible</li> <li>● ensuring that laboratory equipment is cleaned regularly and disinfected after each use</li> <li>● assigning materials or equipment to students or small groups to reduce the risks associated with shared items within a lab setting</li> <li>● accessing safety goggles and using sanitation equipment (e.g. goggles assigned to individual students and sanitized prior to use by another student).</li> </ul> <p>In addition to hand and respiratory hygiene, our teachers and lab technician will focus on the importance of cleaning and sanitizing Personal Protective Equipment (PPE) (e.g. safety goggles) and cleaning shared equipment in our labs.</p>
<p><b>Work Experience</b></p>	<p>Work experience will continue and we work with the Division Occupational Health and Safety team to make sure all of our students' placements have appropriate COVID-19 safety protocols in place.</p>
<p><b>Curriculum Resources to Support Learning</b></p>	<p>Similar to how we approached learning last year, we are coordinating in-person and online teaching to make sure students across the Division learn outcomes from the curriculum at the same time during the school year. This means students who shift from online to in-person learning at the end of January 2022 can do so without</p>

	<p>disrupting the continuity of their learning.</p> <p>There are literacy and numeracy resources available for families on the Division's <a href="#">Resource Hub</a> and the EPSB Together app.</p>
<b>Alternative Programming</b>	<p>Edmonton Public Schools respects the choice of families—with this in mind, it is important to recognize the following:</p> <ul style="list-style-type: none"> <li>• Students registered in a Division alternative program who opt to learn in-person will continue to receive instruction related to the alternative program (for Ross Sheppard High School, this refers to our IB, French Immersion and Mandarin Bilingual students).</li> <li>• Students registered in a Division alternative program who opt to learn online will receive instruction that covers all required areas of the provincial curriculum. The Division cannot guarantee that alternative and language programs will be available online (this may impact a Ross Sheppard High School student wishing to access International Baccalaureate, French Immersion or Mandarin Bilingual programming)</li> </ul>
<b>Assessment</b>	<p>January and June 2022: Ross Sheppard High School students will receive monthly interim reports summarizing achievement through the semester and a final course grade at the end of the semester.</p> <p>Interim Report Dates on or before: October 4, 2021 November 9, 2021 December 6, 2021 January 10, 2022 March 2, 2022 April 6, 2022 May 13, 2022 June 10, 2022</p> <p>Final Course Grade Report Dates: February 2, 2022 June 30, 2022</p> <p>At this time, all parent-teacher conferences will be hosted online. Dates will be shared via SchoolZone.</p> <p>More information forthcoming in our course outlines and school assessment plan.</p>
<b>Diploma Exams</b>	Grade 12 Diploma Exams will resume for the 2021–22 school year.
<b>School Based Activities</b>	
<b>Field Trips</b>	<p>As we start the school year, our students will participate in virtual field trips as much as possible. Day trips will be permitted as needed and we will work through all safety protocols with the host venue. When planning field trips:</p> <ul style="list-style-type: none"> <li>• students will be grouped in classes throughout the trip and will be required to wear mask at the venue and on the bus</li> <li>• schools will send home permission forms prior to a field trip that outline all COVID-19 protocols</li> <li>• upon screening at the venue, if a student reports symptoms, parents/guardians will be contacted for a pick up</li> <li>• parents can choose whether their child participates in school field trips</li> </ul> <p>The Division will monitor field trips to support and work toward the opportunity for overnight field trips. National field trips are suspended at this time. However, we will continue to review the feasibility of these field trips. International field trips are suspended for the 2021–22 school year because of the uncertainty and potential risks associated with travel during COVID-19.</p>

<b>Assemblies and Special Events</b>	We will slowly explore the reintroduction of school events. We will assess each event based on Division guidelines and let families know which events will take place via SchoolZone. Virtual assemblies may be held within our school community.
<b>Extracurricular Activities</b>	<p>As a staff, we are optimistic that once we settle into the routine of the school year, we will be able to engage students in some new activities, albeit in different ways. We will slowly explore the reintroduction of school extracurricular activities that follow Division guidelines and we will let families know which activities are available via SchoolZone. Students will be able to participate in activities regardless of whether they choose in-person or online learning.</p> <p>Safety guidelines will be established before any clubs or activities are initiated. Attendance will be taken at all in person extra curricular events or offerings. Physical distancing and proper hygiene/sanitation practices will be established. As always, masks will be required.</p>
<b>Athletics</b>	<p>We are working with Metro, ASAA and other high schools to have a gradual return to athletics this fall. Specific information related to athletics offerings and guidelines for practices and games will be communicated via SchoolZone and Shep TV throughout the year.</p> <p>At this time there are no tournaments allowed or fans for indoor sports during the month of September 2021.</p>
<b>School Council Meetings</b>	<p>Education is about relationships – within and outside of our classrooms. Successful schools promote the relationships among the parents/ guardians, students, teachers, administrators and other school members to develop a strong school community that focuses on student learning.</p> <p>Our school council meetings will go ahead in an online format for the time being. More information will be communicated via SchoolZone.</p> <p>All parents/ guardians of students in Ross Sheppard High School are welcome and encouraged to attend School Council meetings. These meetings provide opportunities to dialogue with and provide input to administration regarding school decisions. Please take the opportunity to be part of these dynamic groups of parents/ guardians who continue to make a real difference in the lives of Ross Sheppard High School students and staff through their support.</p>
<b>Interactions and Community Learning Skills Programs</b>	Teachers of students in our special education programs will communicate protocols related to classroom routines and supply usage directly to parents/ guardians.
<b>Student Services</b>	<p>Ross Sheppard High School’s Student Services assists students in the areas of personal development, educational planning and career exploration. We will be visiting all classrooms in early September to talk about these areas and to support students with a healthy return to school as part of community building within our new facility. School opening classes will also address ways that students can reach out for support at school or in the community.</p> <p>Student Services will typically assist in three areas:</p> <ul style="list-style-type: none"> <li>● <b>Personal</b> - Issues arising out of conflicts between friends and family members, or personal concerns or worries about oneself that make it difficult to function under normal school studies. Mental health and well-being is a top priority. Our counsellors also serve as a liaison between students/ families and community services or other support agencies.</li> <li>● <b>Educational</b> - Assistance in academic program planning/ course selection, tutorial help and other concerns relating to the academic areas. Study skills, test taking tips, exam anxiety and other relevant topics will be handled both through online seminars and individual counselling sessions. Parents/ guardians and students are invited to contact our counsellors with educational inquiries.</li> <li>● <b>Career</b> - Assisting students to realistically define their possible career pathways in the future. The <a href="https://myblueprint.ca/">https://myblueprint.ca/</a> website is available for all students. We will provide information about work opportunities, in-school and online post secondary visits and requirements, career speaker series, as well as available scholarships, grants and loans.</li> </ul>

	Please contact Ms. Gina Chan, Ms.Christine McGowan or Mr. Scott Nychay for additional information or support.
<b>Ross Sheppard High School Support Request Form (for the Office, Student Services or course change requests)</b>	Students and parents are able to request meetings with a counselor or an Assistant Principal or make a course change via a google form. A Ross Sheppard High School staff member will be in touch with students to provide necessary support and follow up.  <a href="#">Ross Sheppard Appointment/Course Change Request Form</a>
<b>SHEP TV</b>	Daily morning announcements and news bulletins will be provided each morning to staff, students, and to our community online through our new student-led news broadcast channel: ShepTV. Announcements will be shown each morning by block one teachers at the start of class. Students online and who have a Block one spare will be able to access the announcements through the ShepTV channel which can be found on our school website, on schoolzone, and by clicking <a href="#">here</a> to access the ShepTV news feed.

Our ongoing commitment to the safety and well-being of staff, students and families has guided the creation of this Back to School Plan. Protecting each other is the shared responsibility among all members of the school community—we all have a critical role to play in following the provincial requirements and our Back to School Plan to reduce the risk of Covid-19 in our school communities. We will revisit our plan on an ongoing basis in response to changing public health information and direction from the Government of Alberta.

Thank you to all of our families and students for your support and your enthusiasm about the 2021 - 2022 school year. We are so excited to have you be a part of the WE ARE SHEP Community!

### Appendix 1: Government Requirements: Symptoms or Testing Positive for COVID-19

*I have symptoms and....*

<b>...a positive test result.</b>	<b>Isolate</b> <ul style="list-style-type: none"> <li>• for at least 10 days or until symptoms have improved, <b>and</b></li> <li>• until you have no fever for 24 hours, without using fever-reducing medications <i>whichever is longer</i></li> </ul>
<b>...a negative test result</b>	Stay home until your symptoms are gone.
<b>...I am a student who has not been tested</b>	<b>If you are a student and your symptoms include fever, cough, shortness of breath or loss of sense of taste/smell, isolate:</b> <ul style="list-style-type: none"> <li>• for at least 10 days or until symptoms have improved, <b>and</b></li> <li>• until you have no fever for 24 hours, without using fever-reducing medications <i>whichever is longer.</i></li> </ul> <p><b>A student may have other symptoms (such as chills, sore throat/painful swallowing, runny nose/congestion, feeling unwell/fatigued, nausea/vomiting/diarrhea, unexplained loss of appetite, muscle/joint aches, headache or conjunctivitis).</b></p>

If you have **one** of these other symptoms:

- stay home and monitor for 24 hours.

If your symptom improves, return to school when you feel well enough. **(Testing is not necessary).**

If you have **two symptoms** or **one symptom** that persists or worsens:

- stay home until symptom(s) are gone.

**(Testing is recommended but not required).**

*...I am an adult who has not been tested*

**If you are an adult and symptoms include fever, cough, shortness of breath, sore throat or runny nose, isolate:**

- for at least 10 days or until symptoms have improved, **and**
- until you have no fever for 24 hours, without using fever-reducing medications *whichever is longer.*

**Adults** who have other symptoms should:

- stay home until symptoms are gone.

*I do not have symptoms and...*

*...have a positive test result*

Isolate for at least 10 days from the date that you were tested (when the sample was collected)

*...have a negative test result*

You do not need to isolate.

[Appendix 1: Ross Sheppard High School High School Map](#)

[Appendix 2: Ross Sheppard Modified School Entrance Map with Times](#)

[Appendix 3: School Registration Map](#)