



# École Camrose Composite High School

6205-48 Avenue, Camrose, Alberta T4V 0K4

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Dear Parents/Guardians:

Welcome back to another school year. ÉCCHS is committed to supporting students, parents and staff in feeling safe at school, while being focused on high quality teaching and optimum student learning opportunities.

In addition to the [BRSD School Re-Entry Plan](#), we want to highlight some important details around what is being put in place for the beginning of our school year.

## **Time Table Pick Up and Textbook drop off:**

**Option 1:** If students have access to their maplewood accounts, they can go online to view their timetable. A hard copy of this timetable will also be provided on the first day of classes in each homeroom. Text books for the first quarter classes will be waiting for each student in their first block classroom. Please make sure you check your timetable for your homeroom number and when you arrive on your first day, please proceed straight to that classroom.

**Option 2:** For any student that is unable to access their maplewood accounts (and to avoid long lineups and students gathering) we have decided to give students/parents the opportunity to pick up their timetables in advance to the start of the school year.

**August 27- Grades 9,10 timetable pick up at the front door between 9:00 and 3:00.**

**August 28- Grades 11, 12 timetable pick up at the front door between 9:00 and 3:00.**

The expectation is that students/parents drive up to the tent outside the front of the school and a staff member will have student timetables available for pick up. If any student has text books that were not returned from the previous year, please bring those back at this time. Please note that there will be no access to the inside of the school on these days. If you need to make a necessary adjustment to your timetable please email [ldavis@brsd.ab.ca](mailto:ldavis@brsd.ab.ca) and we will set up an appointment to review your timetable and accommodate any necessary changes. Because of the safety protocols in place during Covid 19, only essential schedule changes will be made as class sizes will need to be monitored and adjusted accordingly. Please avoid gathering at the front of the school and we will do our best to keep the traffic moving throughout these days.

## **Bell Schedule**

As mentioned in BRSD School Re-entry Plan, all BRSD High School's have switched to a quartered system timetable. This change will allow students to focus on fewer classes at one time and allow greater flexibility in programming. The following bell schedule has been developed to accommodate this:

## 2020-2021 ÉCCHS Bell Schedule

Students' Schedule	REGULAR DAY	EARLY OUT
<b>Period 1</b>	7:15-8:15	7:15-8:15
<b>Period 2</b>	8:45-11:15	8:42-10:45
<b>Period 3</b>	11:20-12:00	10:50-11:30
<b>Lunch - Period 4</b>	12:00-12:45	11:30-12:15
<b>Period 5</b>	12:45-3:15	12:15-2:15
<b>Period 6</b>	After School	

### Class Start Up:

To facilitate a smooth and safe return to school, the start up time will be as follows:

**September 3- Only grade 9 students will begin in the morning** (Arrive between 8:30 and 8:40 am)

**September 3- Grade 10,11, 12 students will begin in the afternoon** (Arrive at school between 12:35-12:45)

**New Grade 10-12 Student Orientation** - New students, grades 10-12 only, are asked to attend a new student orientation on September 3rd at 11 am. Please meet in the Student Commons Area/Trojan Zone wearing a face mask so a member of our administration team can provide you with a tour of the school. (Please note that new grade 9 students do not attend this orientation. They will attend in the morning with the rest of the grade 9 students)

**September 8- At-home learning programs begin.** A teacher will be in contact with all at-home learners around the expectations for this program. If you have not heard from your teacher before September 4th, please contact the school office.

### Door Entrances and Staggered drop-off times:

To provide another layer of safety for our students we are asking all students to adhere to the following guidelines:

Gr. 9 Students- Will enter and exit the front door of the school on the main (second floor) level only. **If possible**, their arrival time each day will be between 8:35 to 8:40 am.

Gr. 12 Students- Will enter and exit from the front door (bottom level) of the school only. **If possible**, their arrival time each day will be between 8:25-8:35 am.

Gr. 10/11 Students will enter and exit from the south east side of the school into the science wing. **If possible**, their arrival times will need to be between 8:25 and 8:40 am.

**\*\*Please refer to the attached map\*\***

**For the safety of our students and staff, all doors to the building will be locked at 9:00am.**

Any late students will need to use the front door only and ring the doorbell to gain access to the school. Late arrivals are expected to sign in at the office before reporting to class.

- Bus students will be dropped off at the east side of the school. Students should proceed to their designated door entrance upon arrival.
- After school, bus students are expected to adhere to social distancing rules and wear masks upon entering the bus.
- Adults bringing/picking up students are to stay in their vehicles or outside the school, and maintain a safe physical distance between themselves and others.
- At this time those parents/community members that need to enter the school **must book an appointment with the school office**. Individuals without an appointment will not be able to enter the school.
- Parents and guardians of children with complex needs who may require support to enter the building, should contact their teachers to develop a plan that is safe for both students and staff.

#### **General Building Safety:**

- It will be expected that all students and staff **wear a mask in all areas of the school** and in the classrooms (if physical distancing is not possible). Two reusable masks will be provided to each student in the school. If a student forgets their mask, the school will ensure there are supplies available for students. Details to this can be found in the [BRSD School Re-Entry Plan](#).
- **Hand sanitizer and handwashing:** Students and staff are required to wash, and/or sanitize their hands throughout the day as follows
  - every time they enter or exit the school
  - when they enter classrooms
  - before and after they use shared equipment
  - before eating or doing food prep
  - and after they use the washroom.
- **Lockers:** Will be available for students on a request basis only. To prevent the social gathering of students and the number of surfaces students touch throughout the day, we are strongly encouraging all students to carry their personal belongings in a backpack that will be stored on the back of their chairs in each classroom.
- **Water fountains:** Students should not be drinking directly from water fountains (these have been taken out of service). Students are encouraged to fill their water bottles at home and bring them in their backpacks. **Caution: please prohibit athletic water bottles, the squeezable type, since they can vapourize water into tiny droplets.**
- **Cafeteria/ Lunch Program/ and Lunch Break :** ECCHS will remain an **open campus** for all students over the lunch break (12:00-12:45). This will allow each student the opportunity to leave campus and make their own lunch-time arrangements. If students decide to stay on campus for lunch they must do the following:

- Grade 9 students will eat lunch in their homerooms (morning class).
- Grade 10-12 students will eat lunch in the East Gym(Social distancing is imperative).
- In addition, the school is still looking into ways of providing healthy lunches for our students through our cafeteria. Once this has been set up, we will communicate this. At this time, please send bagged (packaged) lunches with your child. Schools cannot accommodate family members who want to drop off lunches. If a student forgets their lunch, families should phone the school to work out a solution. **Microwaves and vending machines will not be available to students and staff.** Thank you for your patience and understanding.

**BRSD Daily Self-Assessment Screening Questionnaire**- Expectations are that every student and adult must use the Self Assessment tool on a daily basis prior to entering the school. If your child answers YES to any of the questions, they are not to enter the school building. Please call in your child's absence to 780-672-4416. Thank you for your cooperation around this and keeping our learning environment safe for everyone.

**Medical Information Form**- The expectation is that parents of students with pre-existing medical conditions will provide the school with a completed Baseline Medical Form.

**Showing Signs of Illness while at school:** If a student shows Covid-related symptoms during the school day, they will need to be isolated and then leave the school as soon as possible with a parent/guardian. In the event of an outbreak in a cohort, communication will be done jointly by the school division and the school, working in cooperation with Alberta Health Services. **All families must provide updated parent/guardian contact information and a minimum of three emergency contacts (including parents).** Any individual with COVID-related symptoms must contact AHS to arrange for testing. If the test result is positive, the school will be contacted. The school, in turn, will then contact AHS for further direction. Alberta Health Services is preparing information to answer parents' health-related questions. This will be posted on BRSD's website as soon as it is available.

If you have any questions that haven't been answered here, please be in touch with us. We will do our best to continue to provide updates throughout the year and keep you informed around policy and procedural changes. We also know, especially right now, that things can change very quickly. Please continue to check our website at [www.cchs.brsd.ab.ca](http://www.cchs.brsd.ab.ca) and the Battle River School Website at [www.brsd.ab.ca](http://www.brsd.ab.ca).

Stay Healthy and Well,

Shane Gau  
Principal  
ÉCCHS