



# Manning Elementary School

LEARNING TOGETHER, SUCCEEDING TOGETHER...

**September 10, 2020**

**Features:**

Welcome Back!... 2-3

School Notices... 4-7

Principal's Message... 6

Covid Considerations... 8-12

School Calendar... 13



## Information for families



#603 – 3<sup>rd</sup> Street S.E. Box 779, Manning, Alberta T0H 2M0



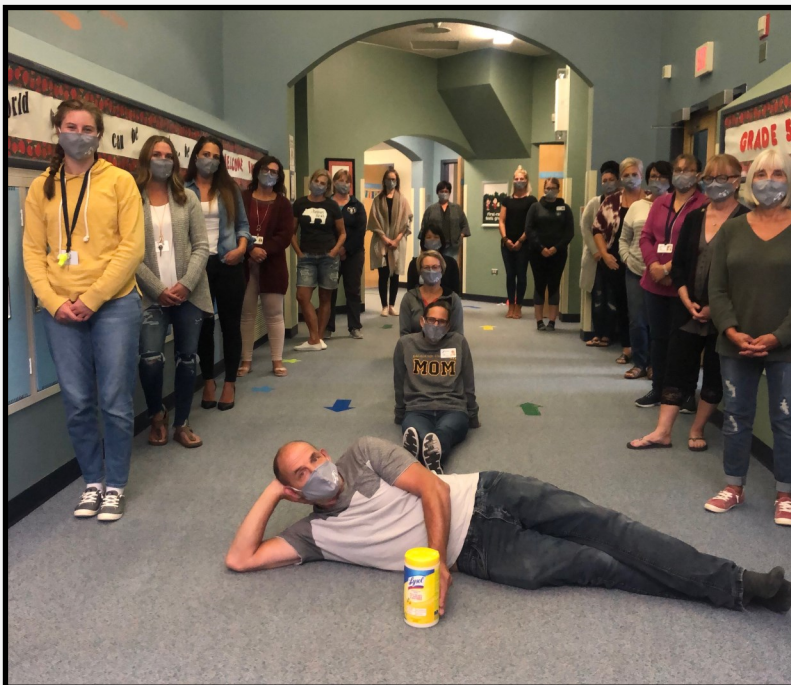




We are so excited to welcome our new staff member, Ms. Renee Olafson, as the third grade teacher.



We are also pleased to welcome our experienced staff back for another wonderful year at MES.



Kindergarten: Mrs. Patti Campbell and Mrs. Maria Wiebe

Grade 1: Mrs. Trina Kelemen

Grade 2: Miss Andrea Deas, Ms. Deb Perrier, Mrs. Yuko Kotera, and Mrs. Jenine Robinson

Grade 3: Ms. Renee Olafson and Mrs. Maxine Goddard

Speech and Language Assistant: Mrs. Christa-Lee Bailey

Grade 4: Miss Bryana Smith

Grade 5: Ms. Wilma Gurtler, Mrs. Melody Taylor, and Mrs. Ashley Johnson

Grade 6: Ms. Kim Matheson-Lyseng, Mrs. Nicole Gardecki, and Mrs. Jenine Robinson

Youth Education Support Worker: Miss Kendall Carlson

Local Network Administrator and Information Specialist: Mrs. Mary Anne Matheson

Custodial Staff: Mr. Ken Asmussen and Mrs. Brenda Asmussen

Office Managers: Mrs. Michele Greschner and Mrs. Andrea Stone

Assistant Principal, Inclusion Coach, Music Teacher: Mrs. Melody Taylor

Principal: Ms. Kim Matheson-Lyseng

# Manning Elementary School Prioritizes Student Safety

- ⇒ For the safety of our students, only the main door at Manning Elementary School will be unlocked during the school day. Both boot room doors will be locked after the second morning bell, and will be unlocked during recess breaks. Those entering the school after 8:50am will need to enter through the front doors and are asked to please check in at the main office.
- ⇒ Supervision is offered beginning at 8:30am every school day morning.
- ⇒ There is a crosswalk near the grade 1-3 entrance for anyone who needs to cross the bus lane.
- ⇒ For the safety and hygiene of our students, please remove all outdoor footwear when entering the school.
- ⇒ Kindergarten ends at 3:30 in the afternoon on Mondays, Wednesdays, and Fridays. Please take special care to watch out for the little ones exiting the annex building during this busy time when busses are running.
- ⇒ Please note that the front of our school is a no-stopping zone during pick-up times.



STOP HERE!



DO NOT STOP HERE!

## Manning Elementary School Store



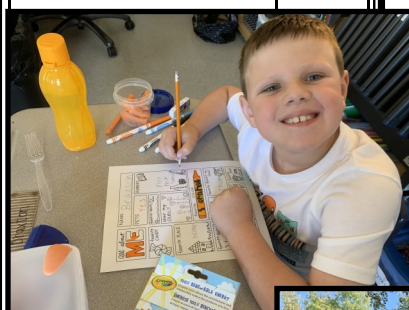
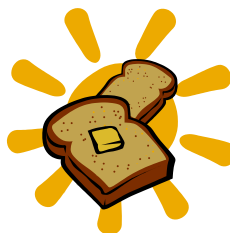
### School Supplies

Pens	.20
Pencils	.20
Scissors	1.00
Notebooks	.75
Erasers	.25
Rulers	.40
Glue Sticks	1.50
Glue Bottles	1.00
Duo Tangs	.25
Dry Erase Markers	1.50
Fine Tip Dry Erase	.50
USB Sticks	10.00

**MES Clothing can now be purchased at Big North Graphics. A full catalogue of MES Swag is available at the store.**

### Food for Thought

We are looking for Volunteers! Our FFT volunteer coordinator is Lacey Buchinski and our food coordinator is Chris Graw. Thank you both so much for stepping forward to take on these important roles! Please phone Lacey (780-836-9214) or the school (780-836-3532) if you are able to volunteer some time to this program!



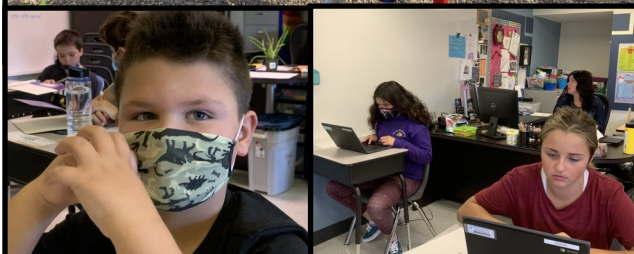
### Music Supplies

Band pencils	.50
Guitar Picks	.75
Reeds (clarinet and saxophone)	2.00
Instrument cleaning cloths	10.00
Instrument rental for the year	30.00



Reading is the best investment you can make for your child. Please read to and with your child, and have them read and listen to books every day.

**Cost: Free!**



**School Photos:  
Friday,  
September  
25th, 9am.**

Lifetouch will be taking our school photos this year, with photo ordering available online or by using the printed form.



# Come and Join Our Team!

Manning Elementary School is a vibrant place to work.  
Substitute teachers, substitute educational assistants, and substitute bus drivers  
are an essential part of our school family.  
We could not run our school without them!

Please go to our website at [www.prsd.ab.ca](http://www.prsd.ab.ca) and click on "Careers"  
to begin your adventure with us!

## Sign In \* Sign Out

At Manning Elementary School, it is our priority to keep your children safe. As in previous years, we ask that students sign in if they arrive late to school, and to sign out if they leave early. All guests to our building are asked to sign in at the main office upon arrival, and to sign out upon departure. Please note that students in grades 4-6 are required to wear a mask when entering the school. Adults are asked to not enter the school without making prior arrangements. When entering, adults will be screened using the AHS tool. They will need to sanitize their hands, and will be required to wear a mask at all times.

Thank you for helping us keep Manning Elementary School students safe!



## Principal's Message

Kim Matheson Lyseng, MES Principal

Welcome back to another, very unique year of learning together, succeeding together at Manning Elementary School! I am excited to be working once again with an innovative and giving staff to engage students in a positive learning community where they will achieve to the best of their ability academically, emotionally, physically, and socially.

The 2020-2021 school year will see Manning Elementary School focusing on health and safety, as well as mental health and wellness. We will continue to provide quality core instruction using the Response to Intervention (RTI) model, using the guiding assessments provided in our Reading Assessment Framework (RAF), and using our Leveled Literacy Intervention (LLI) program as a supporting resource. We also place a strong focus on writing, and on developing mastery of basic math facts. Most importantly, we focus on guiding are students to become strong citizens who make meaningful contributions to their school and their community.

We look forward to working with our families, community, and divisional networks to help students in their journey to become independent learners and contributing citizens. Manning Elementary School prides itself on preparing our students for lifelong learning and successful futures. We welcome you to join us in our learning adventure! Have a fabulous year!

## **Safety message – PRSD safety protocols and communication**

Schools are considered to be the safest places in our communities. However, in reality, an emergency can happen anywhere at any time. It is imperative that our families are informed of various safety protocols and how we will communicate if and when an emergency occurs. This year we have a new challenge to overcome, however we must still meet legislated requirements. To complete our drills we will maintain social distancing and mask requirements to keep our students and staff safe.

### **Evacuation**

There is a possible danger **INSIDE** the school. Examples can include fire, chemical spill or gas leak. Students will be escorted by staff to a safe location away from the school

If required, students will be transported to predetermined evacuation centres. Students will be released using student release procedures.

No one will re-enter the school until the school is safe for re-entry.

### **Shelter in Place**

There is an **ENVIRONMENTAL** emergency in close proximity to the school, outside the school on school grounds and/or unrelated to the school. Examples can include; dangerous goods spill, wildlife on the playground or tornado. If the threat is immediate, students and staff will be gathered in to safer spaces, such as away from walls and large vented areas.

Access to and from the school will depend on the environmental emergency.

### **Hold and Secure**

There is an emergency situation in close proximity to the school, **OUTSIDE** the school on school grounds/and or unrelated to the school.

All exterior doors to the school are locked.

The school operates as normal inside the school walls. Any outdoor activities, field trips are cancelled.

As the incident is occurring outside, access to and from the school is restricted and carefully monitored.

### **Lock Down**

A lock-down protocol is initiated when there is an immediate threat of violence to the students and staff inside the building.

The main objective of a lock-down is to protect the maximum number of people by getting behind locked doors.

In a lock-down situation, students and staff will be locked in secure areas and the school will **NOT** operate as normal. No one will be allowed in or out of the school.

### **Communication during an emergency**

During an emergency, we will make every effort to contact parents directly. Depending on the emergency, it may not be possible to send out information until after the incident has ended. Once it is safe to do so, parents will be contacted through direct phone calls, electronic messages, radio alerts, and website and social media updates. We strongly encourage parents not to come to the school during an emergency unless directed to do so. Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. During any emergency, our first priority is the safety of our students and staff and we work closely with emergency personnel and the appropriate agencies to keep our students and staff safe. Parents and guardians can assist with our emergency planning by ensuring your child's emergency contact information is up to date with the school and transportation office. We also encourage families to follow the PRSD and local school Facebook pages where updates may be posted depending on the emergency.

Joint Worksite Health & Safety Committee

# PEACE RIVER SCHOOL DIVISION

## Scenario 1 School Re-entry

### QUICK GUIDE for Families

#### What precautions will be taken at school?

##### Symptom Screening and Stay at Home Policy



Every day, students, staff, and visitors must self-screen for symptoms. Any students or staff showing symptoms, even those resembling a cold, must stay home. Visitors showing symptoms will not be allowed in the school. The Daily Screening Checklist is available on our website under "Covid-19 update" at [prsd.ab.ca](http://prsd.ab.ca).

##### Physical Distancing



Desks will be spaced at the largest distance possible and will not face each other. Physical distancing will also be followed during drop-offs and pick-ups. When physical distancing is not possible, extra focus will be given to hand washing, sanitizing and mask use.

##### Mask Use



Staff, including bus drivers, students in grades 4 through 12, and visitors must wear a mask in common areas (such as hallways and buses). Masks for students in Kindergarten through grade 3 are optional. Every student and staff will be provided with 2 reusable face masks and every staff member will be provided with a face shield.

##### Foot Traffic



Flow of foot traffic through entrances and hallways may be guided by visual markers on floors, pylons, or physical barriers.

##### Meal Times



Lunch and snack breaks may be staggered to support physical distancing. No food may be shared between students or staff. Water fountains will remain open; students are encouraged to use refillable bottles.

##### Hand Hygiene



Students, staff and visitors must sanitize their hands when entering and exiting the school. Regular hand hygiene will also be practiced throughout the day as needed (before and after eating, and after using the washroom, etc.).

##### Cohorting



Students will be cohorted by class and teachers will move from class to class where possible.

##### No Sharing Policy



Students will not be allowed to share items of any kind, including school supplies and snacks. Use of shared equipment will be avoided. Equipment that must be shared will be cleaned after each use.

##### Restricted Activities



Field trips; activities requiring group transportation; in-person singing, cheering, or shouting; playing wind instruments; school assemblies; concerts and dances are postponed.

##### Enhanced Cleaning



There will be daily cleaning of all areas of the school. Washrooms and high touch-surfaces will be cleaned and disinfected throughout the day.

##### School Bus Transportation



The school bus note requirement has been suspended. Students will not be able to be dropped off at alternate locations due to Covid-19 tracing requirements.



**Peace River School Division**

*Learning Together - Success for All*

PRSD's Scenario 1 School Relaunch Plan is based on guidance from Alberta Education and the Chief Medical Officer of Health. It is subject to change as the nature of the COVID-19 pandemic changes. View PRSD's detailed School Relaunch Plans at [www.prsd.ab.ca](http://www.prsd.ab.ca).





## Responding to Illness at School

**The following steps will be taken if a student develops symptoms at school:**

- The student will be asked to wear a non-medical mask if they are able to.
- The student will be isolated in a separate room. If one is not available, the student will be kept at least 2 metres away from other students and staff.
- A parent or guardian will be notified to pick up the student from school immediately. If a parent or guardian cannot be reached, emergency contacts will be notified.
- Staff will care for students who need it until they are picked up from school. Staff will wear non-medical masks and protective face shields when in close contact with a symptomatic student.
- All items the student touches while isolated will be cleaned and disinfected or, where this is not possible, stored in a sealed container for at least 10 days.
- Parents will be required to have their child (ren) tested for Covid-19.



## Frequently Asked Questions

### **Are masks required at school?**

Staff, students in grades 4 through 12, and visitors must wear masks in common areas (such as hallways and buses). Masks are optional for students in Kindergarten to grade 3.

### **Are parents allowed in the school?**

Parents may visit the school if previous arrangements have been made with the school office. Schools will ask parents to self-screen for symptoms and keep a record of visitors.

### **Will playgrounds be closed to students at recess?**

Playground structures will remain open. Schools will assign cohort classes to different playground areas at recess. Students should also practice physical distancing and must hand sanitize when leaving the school for recess and re-entering the school. Students will be taught to avoid touching their face.

### **Will schools provide safety supplies?**

Schools will provide safety supplies such as hand sanitizer and wipes. The Government of Alberta will provide every student with two reusable masks. Disposable masks will be available for students who forget to bring their masks to school.

***Visit PRSD's Covid-19 webpage for more information and updates at [prsd.ab.ca](https://prsd.ab.ca)***

***Sources - Alberta Government Guidance Documents***

***Updated August 31, 2020***



Office of the Chief Medical Officer of  
Health  
10025 Jasper Avenue NW  
PO Box 1360, Stn. Main  
Edmonton, Alberta T5J 2N3  
Canada

September 3, 2020

Dear Parents/Guardians of Alberta students:

With the 2020-21 school year starting up, I wanted to reach out with a few reminders. We're all going to need some help as we navigate the upcoming weeks and make our children's school experience as comfortable as possible while we manage our own anxiety about what a school experience in a time of COVID-19 looks like.

### **Adjusting to living with COVID-19**

Let me start by saying I'm a parent too. I know that all of us want the best for our children whether they are going back to a classroom or you're supporting their learning at home. This pandemic is hard for everyone. Our kids are not going back to the same school environment they left in March. Things will not look or feel the same this year. For my family, I truly believe that returning our children to in-person classes is part of ensuring their overall health. You may feel differently and your decisions must be made in the best interest of your family. Whatever your choice, your school authority has a program to suit your decision and my team is working to support your school authority.

### **Public health guidance for schools**

We have been working with our partners in Alberta Education and Alberta Health Services (AHS) to develop the guidance for school re-entry. Your children's schools and their school authorities have plans for putting this health guidance into action. I believe that this is the right next step to getting Alberta's students back to classes in a way that reduces COVID-19 risks in our schools, but also considers other aspects of their health. My team and I will be closely watching the return to school experience to use this information to adjust our public health advice if needed. I have committed to posting any new orders Monday through Thursday, and will share information when new orders get posted online via social media, and at my regular updates.

If everyone works together to follow the public health guidance, we can help keep one another safe. Please screen your child daily for any symptoms with the list your school has provided. If your child is sick, please keep them home and arrange for them to be tested for COVID-19 through AHS. Appointments can be booked online at [www.ahs.ca/covid](http://www.ahs.ca/covid). Some of you may have heard that it isn't worth getting tested because it takes too long to get results. AHS is working hard to improve testing turnaround times and result notification, because it is so important to be able to get a test and results as quickly as possible.



Schools have put in place enhanced cleaning and disinfecting, physical distancing plans and cohort plans for students. Your school has developed a plan for implementing these measures within its specific setting. It is important that all members of your school community follow this plan to reduce the risk of COVID-19 transmission.

### **Clarification of mask requirement**

As a part of the safety measures to reduce COVID-19, mask use for students in grade 4 through 12, and all staff and visitors is provincially required. This applies to all staff in all settings outside of seated classroom instruction where physical distancing of two metres cannot be maintained. Students will be required to wear masks in all shared and common areas, including hallways and on the school bus.

We recognize that wearing a mask all day during instruction may have impacts on communication and learning for children. The mask policy and guidance announced in early August has always stated that masks are not required when children are seated at their desks. Where two meters is not possible between desks or tables, students should be arranged with the greatest distance possible between them, and so they are not facing each other, such as in rows, so they are not likely to cough or sneeze directly on the face of another student. If close contact between students, or students and staff is occurring due to a non-seated activity, non-medical face masks should be used for the duration of the activity.

While the above information on the mask requirement has been part of our guidance for several weeks, it was formally adopted on August 29<sup>th</sup> through Order 33-2020. This order was finalized and issued over the weekend before schools started with the intent to ensure that school authorities could review the order before it came into effect on August 31<sup>st</sup>. The order does not change the policy or my advice for guidance in schools. I am sorry for any anxiety or confusion that this order may have caused.

### **How to help your child prepare**

You are critical in supporting your children to manage these changes. I know that it can be hard for children to stay at a distance from friends or to stay in one cohort. It is natural for children of all ages to want to be close to their friends and play together, especially after having been apart for a long time. You can help by talking to your child about the changes they will see in their school, helping them become comfortable with wearing a mask, showing them how to wash their hands and teaching them about the importance of keeping physical distance where possible. It is also important to help our children remember to be compassionate to others who may forget the new rules or are unable to wear a mask. Supporting each other to adjust to the new normal will be our best long-term defence.

### **Dealing with cases of COVID-19 in schools**

Despite all the measures that will be taken in your child's school, I expect there will still be some cases of COVID-19 in school settings. My team has developed a resource guide to help school communities understand what tools are available when responding to COVID-19 in school settings. That includes what to do when there are symptomatic

students or staff in the school, what to expect when a case or outbreak is identified and information to provide to the school community. This COVID-19 School Outbreak Resource Guide can be found online at [alberta.ca/ReturnToSchool](https://alberta.ca/ReturnToSchool).

You will be notified if there are any cases of COVID-19 at your child's school. Our partners at AHS public health will work closely with school administrators to ensure that all close contacts of any COVID-19 case are identified and informed as quickly as possible. You will also be made aware of any additional public health measures being implemented at the school.

### **Supporting mental health**

With the big changes to our children's lives over the past several months, it is natural that they may be feeling anxious or fearful. If you need any supports for your children or for your own mental health, you can find resources at the AHS website "[Help in Tough Times](#)". Please don't hesitate to reach out to any of the resources listed there if you need them.

### **Conclusion**

Finally, I want to say thank you for your continued efforts to help slow the spread of COVID-19. Successful re-entry depends on all members of our school community working together to ensure the safety of all those attending school. We are all in this together.

I wish your family a safe return to school.

Yours sincerely,

Deena Hinshaw, BSc, MD, MPH, CCFP, FRCP  
Chief Medical Officer of Health

For more information on school re-entry, please visit: [alberta.ca/ReturnToSchool](https://alberta.ca/ReturnToSchool).

