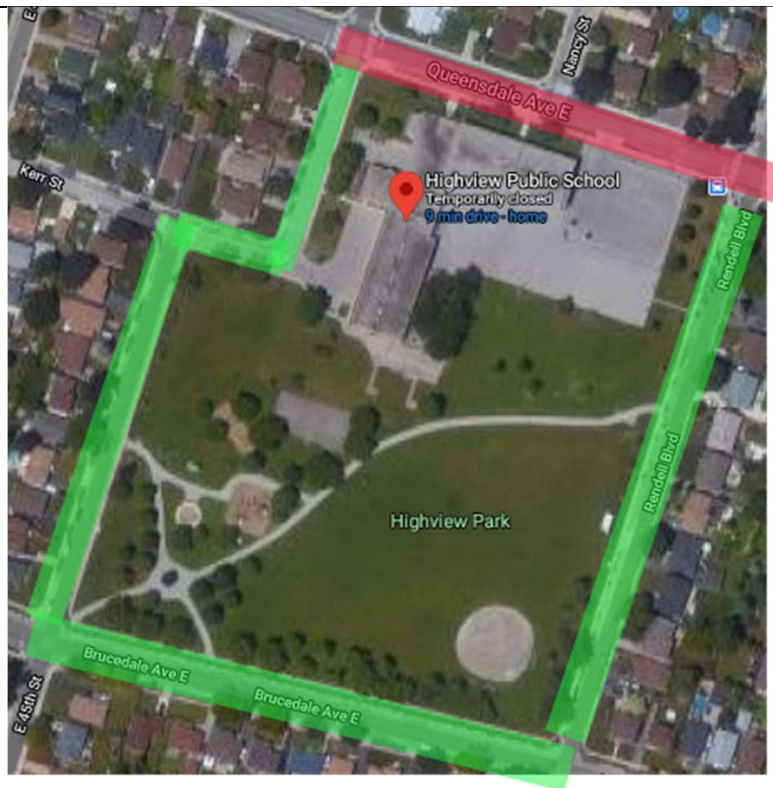


Elementary School

Site Specific Plan and Routines

School Name: HIGHVIEW:

HWDSB Protocol and Requirements	School Routines and Expectations (These may be subject to change)
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905 385 2341 or email highview@hwdsb.on.ca .
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office before coming to the school to speak with a staff member.
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905 385 2341 or highview@hwdsb.on.ca to speak with a teacher, principal or vice principal.
Bus loading and unloading	School buses will unload at: The main doors at the front of the school School buses will load at: The main doors at the front of the school. Students in Grade 1 to Grade 8 will walk to the back playground on their first day of school to meet their classes. Kindergarten students who use transportation will enter through the front doors and meet their classes outside in their designated area. A seating plan will be created for students who are travelling by bus.
School Parking Lot	Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Parents driving their children to school are encouraged to drop and walk at a location near to the school.




Entry and Exit for Students



Parents are asked to drop their children off on the back playground or in their designated area. When students enter the school yard, they are to proceed directly to their designated class location (marked with pylons and chart) and line up. Staff will meet the students each morning.



Students/parents must physically distance (2m) from other families/staff while on school property. This includes the parking lot.
Adults must wear face coverings while on school property.

	<p>At the end of the day students in Kindergarten, Grade 1, Grade 2 and Grade 3 will be dismissed directly to parents/guardians.</p> <p>Upon dismissal, students and families must leave school property in a timely fashion.</p>
Movement Around the School	<p>Students will remain with their class cohort throughout the day.</p> <p>Students remain in their classrooms throughout the day (students will still go outdoors for nutrition breaks, Physical Education, and to use the washroom/fill water bottles as necessary).</p> <p>Subject specific teachers will travel to classes to provide instruction.</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing, and should keep to the right side of the hall.</p>
Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing. See example below:</p>  <p>No shared use of lockers/hooks/cubbies.</p> <p>Students will keep work materials at their desks.</p> <p>We remind families to prevent students from bringing certain items to school at this time (sporting equipment, trading cards, anything that could be shared).</p>
Class Set Up	<p>A sink or hand sanitizer is available in all classrooms.</p> <p>Each student is assigned a work-space area that ensures distancing from others.</p> <p>All desks are forward facing.</p> <p>All required work materials are located at student's workspace (not to be shared with other students). Baskets will be provided to store student items.</p> <p>There will be minimized use of shared materials. These must be cleaned before use by another student.</p>
FDK	<p>Kindergarten students will follow the procedures outlined in this document.</p> <p>Class specific information will be provided to families.</p> <p>A reminder that Junior Kindergarten orientation sessions take place September 10 and 11. Staff will be contacting families to share information and set up a short visit to the school.</p>
PE, Music, Learning Commons	<p>Physical Education (PE)</p> <p>Where possible, PE will take place outdoors.</p> <p>Classes may be held in the gym with cleaning of high touchpoints between classes.</p> <p>Change rooms are closed.</p> <p>There is no sharing of equipment between class cohorts.</p> <p>Music</p> <p>No use of woodwind/brass instruments.</p> <p>Singing takes place outdoors only.</p>

	Learning Commons Learning Commons is not used by classes/students (no book exchange). Empower Groups and ESL programming will take place in the learning commons.		
Nutrition Breaks			
	BREAK 1	Classes 1A 1B 2A 4/5 – First Floor	Classes 3A 5A – 2nd Floor P/J
	Time	Classes 1/2 2/3 3B 4A – Second Floor	Classes 6A 6B 7A 7B 8A 8B – 2nd Floor Int.
	9:55 – 10:10 Nutrition Break Bell	Staff escort students outdoors using cohorted stairs and exits.	Students eat in assigned lunchrooms.
	10:10 – 10:15 Warning Bell	Outdoor Supervising Staff Organize students into their groups for re-entry.	Students wash/sanitize hands and clean up to go for break.
	10:15 – 10:30	Students enter classes and in assigned lunchrooms.	Students leave supervising staff members using cohorted stairs and exits.
	10:30 – 10:35 Warning Bell	Students wash/sanitize hands and clean up for start of Period 3.	Outdoor Supervising Staff Organize students into groups for re-entry.
	10:35	Students start period 3.	Staff meet classes outside at assigned areas and escort them back to class for Period 3.
	Nutrition Break 2		
	BREAK 2	Classes 1A 1B 2A 4/5 – First Floor	Classes 3A 5A – 2nd Floor P/J
	Time	Classes 1/2 2/3 3B 4A – Second Floor	Classes 6A 6B 7A 7B 8A 8B – 2nd Floor Int
	12:15 – 12:30 Nutrition Break Bell	Staff escort students outdoors using cohorted stairs and exits.	Students eat in assigned lunchrooms.
	12:30 – 12:35 Warning Bell	Outdoor Supervising Staff Organize students into their groups for re-entry.	Students wash/sanitize hands and clean up to go out for break.
	12:35 – 12:50	Students enter classes and in assigned lunchrooms.	Students leave supervising staff members using cohorted stairs and exits.
	12:50 – 12:55 Warning Bell	Students wash/sanitize hands and clean up for start of Period 3.	Outdoor Supervising Staff Organize students into their groups for re-entry.
	12:55	Students start period 3.	Staff meet classes outside at assigned areas and escort them back to class for Period 3.
	Students eat in their classrooms at their work space area. No sharing of food or beverages. Each class has a designated outdoor play area (2 m from other classes).		

	<p>Outdoor play spaces have been marked with <i>pylons and chalk</i>. Students may remove masks during outdoor play. Paper bags will be provided for mask storage.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms. Markings outside washrooms for physical distancing of students awaiting entry. Students maintain physical distancing while in washrooms. Urinals and stalls: every other one marked off. Students may use hand dryers or paper towels. A tracking system will be developed for students using washrooms during class times.</p>  
Hydration Stations	<p>Water fountains have been closed. Students use Hydration Station to fill labelled water bottle. Markings to ensure physical distancing in line up. Schedule will be created for classes to refill their water bottles during the school day.</p>
Clubs and Extra-curriculars	<p>Clubs and extra-curriculars may only take place by a teacher directly connected with a class cohort. Cohorts will not be combined for extra-curriculars No outside program providers will come in to schools.</p>

Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'.</p> <p>Food is delivered in bins to each classroom.</p> <p>Food sales have been suspended at this time (Pizza Days, Sub Days).</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location. The school office will contact parents immediately to come to the school for pick up.</p> <p>Have a backup plan – ensure emergency contacts are up to date and communicate these to the school.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in the school.</p> <p>Contact <i>[Mr. McLean or Mr. Contant]</i> if you have any concerns about your student wearing a mask/face covering.</p>