



School Reopening

Elementary School

Site Specific Plan and Routines for Parents*

School Name: HIGHVIEW ELEMENTARY SCHOOL

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at <i>[insert phone number]</i> or email <i>[insert school email]</i>
<u>Screening</u>	<p>Parents must support students in screening for COVID symptoms prior to coming to school each day. Details to be confirmed.</p> <p>The school will provide a sign off document to be completed each day. Students will have access to the screening tool on a device or with a paper copy and will be required to show proof of screening to their period one teacher daily.</p> <p>Parents and caregivers, and students over 18 years of age, are asked to complete a <u>one-time attestation</u> to declare that you will participate in active daily screening. The attestation can be completed in the <u>Parent Portal</u>.</p>
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	<p>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.</p> <p>Please check the website https://www.hwdsb.on.ca/highview/ for information that is for both Highview School and the HWDSB.</p>
Bus loading and unloading	<p>School buses will unload at: The main door at the front of the school.</p> <p>School buses will load at: The main doors at the front of the school.</p> <p>Students in Grade 1 to Grade 8 will walk to the back playground on their first day of school to meet their classes.</p> <p>Kindergarten students who use transportation will enter through the front doors and meet their classes outside in their designated area.</p> <p>A seating plan will be created for students who are travelling by bus.</p>

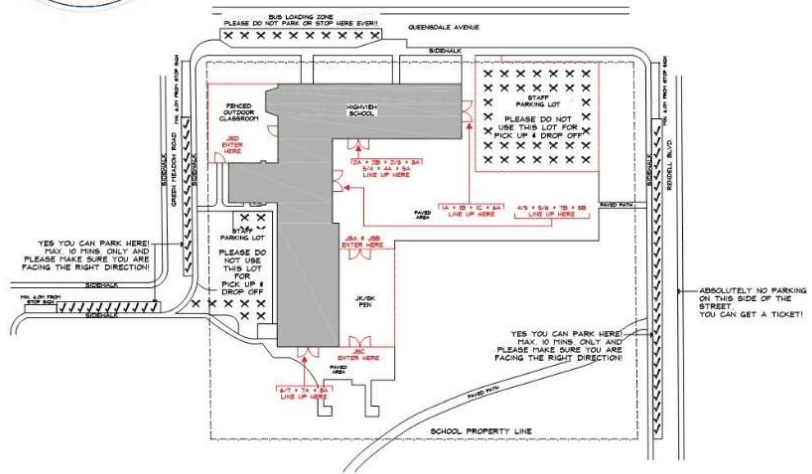
School Parking Lot


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 (*insert map/location of nearby parking locations*)



2021/2022 BACK TO SCHOOL MAP



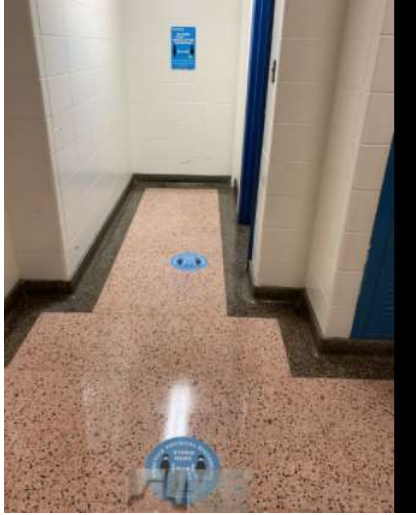

<p>Entry and Exit for Students</p> <p>BELL TIMES:</p> <p>Start 8:15 A.M.</p> <p>End 2:35 P.M.</p>	<p>Parents are asked to drop their children off at the back playground designated area (see previous map).</p> <p>When students enter the school yard, they are to proceed directly to their designated class location (marked on previous diagram) and line up. Students/parents must physically distance (2m) from other families/staff while on school property.</p> <p>Adults must wear face coverings while on school property.</p> <p>At the end of the day, students K – Gr. 3 (unless bussing) will be dismissed directly to parents from their outdoor designated class location.</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p>
<p>Movement Around the School</p>	<p>Students will remain with their class cohort throughout the day. Students remain in their classrooms throughout the day. Subject specific teachers will travel to classes where possible to provide instruction.</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p>
<p>Student Belongings</p>	<p>Use of lockers/hooks/cubbies will ensure physical distancing from students in other cohorts. See example below.</p> <p>Shared use of lockers/hooks/cubbies may take place within a cohort or family.</p> <p>Students will keep work materials at their desks.</p> 
<p>Class Set Up</p>	<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>Where tables are used, use a physical divider (plexi) where available to separate students (optional).</p> <p>All required work materials are located at student’s workspace</p> <p>Students may share learning materials with hand washing/sanitizing.</p> <p>These materials will be cleaned on a regular basis.</p>

Kindergarten	<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 visits take place September 8. 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) Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints throughout the day. Change rooms are open to single cohorts with masking and distancing. Students are encouraged to come dressed in comfortable clothes</p> <p>Music Wind instruments may be used indoors with distancing. Singing may take place indoors with students wearing masks.</p> <p>Learning Commons Learning Commons may be scheduled for one class at a time (book exchange permitted).</p>

Nutrition Breaks	BREAK 1	Classes 1A 1B – First Floor Classes 2A 2B 23A 3A 34A 4A 5A - Second Floor	Classes 1C, 6A First Floor Classes 45A 56A 7A 7B 8A 8B – 2nd Floor Int.
	Time		
	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 out 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 their 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.

BREAK 2	Classes 1A 1B – First Floor	Classes 1C, 6A First Floor
Time	Classes 2A 2B 23A 3A 34A 4A 5A - Second Floor	Classes 45A 56A 7A 7B 8A 8B – 2 nd 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).
Outdoor play spaces have been marked with line chalk and pylons.
Students may remove masks during outdoor play.

<p>Washroom Use</p>	<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.</p>  
<p>Hydration Stations</p>	<p>Water fountains have been closed. Students use Hydration Station to fill labelled water bottles. Markings to ensure physical distancing in line up.</p>
<p>Clubs and Extracurriculars</p>	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools.</p>

Nutrition Programs	All Nutrition Programs are 'Grab and Go'. Food is delivered in bins to each classroom. Food sales have been suspended at this time.
Ill or Injured Students	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. Have a backup plan – ensure emergency contacts are up to date and communicate these to the school.
Mask Rules	All students must wear a non-medical mask or face covering on school buses and in the school. Contact <i>Mr. McLean</i> or <i>Mr. Puleyf</i> you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.
Ventilation	Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/

*parents, guardians, caregivers