



Ray Lewis Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

27 Jessica Street
 Hamilton, Ontario L8W 4A1
Phone: 905.318.3131
Fax: 905.318.0244

EMAIL: raylewis@hwdsb.on.ca
 PRINCIPAL: Ms. J. Burleigh
 VICE-PRINCIPAL: Ms. L. Tovey
www.hwdsb.on.ca/raylewis

Elementary School

Site Specific Plan and Routines for Parents*

School Name: **Ray Lewis**

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-318-3131 or email raylewis@hwdsb.on.ca
Screening	<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</p> <p>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>
Parent Access to School	<p>Access to the school will be very limited for parents, volunteers and visitors. Please contact the main office before coming to the school to speak with a staff member. Parents will wait for students being dismissed early in the foyer.</p>
Parent Communication with School	<p>Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905-318-3131 to speak with a teacher, principal or vice principal.</p>
Bus loading and unloading	<p>School buses will unload and load at: the front of the school. Students will line up in the gym and then proceed outside to load the bus with staff supervision.</p> <p><i>Masks are required on the bus. Courtesy Transportation will not be approved until the end of September. Please contact the school if you have any questions.</i></p>
School Parking Lot	<p>Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.</p> <p>Parents driving their children to school are encouraged to drop and walk at a location near to the school avoiding the bus unloading and loading zones.</p> <p>Parking lot is for staff use only. Parents may pull into the “kiss and drop” lane but are asked not to park and leave their vehicles.</p>
Entry and Exit for Students	<p>Parents are asked to drop their children off no earlier than 9:00AM and to pick them up promptly at the 3:35PM dismissal bell</p> <p>Parents of grade 1-8 students are asked to drop their child off at the back and/r side of the school and then leave promptly to limit the amount of congestion and to allow for greater physical distancing.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location (marked by pylons) and line up.</p>



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	<p>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 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>Pick up at the bell is strongly encouraged as access to the school will be limited and we cannot have any students or parents in the hallways.</p> <p>Please make every effort to schedule an appointment if you MUST pick up your child early and before the regular dismissal time.</p> <p>Kindergarten students will be dropped off at the front gate or Kindergarten playground enclosure. They will line up in their designated area. They will be dismissed in the same fashion. They will have an earlier dismissal to reduce traffic flow.</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.</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.</p>
Student Belongings	<p>Use of lockers/hooks/cubbies will be permitted this year if physical distancing from students in other cohorts can be ensured.</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>
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 the student's workspace (not to be shared with other students).</p> <p>There will be minimized use of shared materials. These must be cleaned before use by another student.</p>
FDK	<p>Parents are asked to drop their Kindergarten children off at the Kindergarten play area enclosure. When students enter the enclosure, they are to proceed directly to their designated class location marked by a pylon and line up.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property and remain outside of the enclosure</p> <p>Adults must wear face coverings while on school property.</p> <p>Please send lunches, containers and clothing that your student can easily manage independently.</p> <p>At the end of the day, students will be dismissed directly to parents from their outdoor designated location within the enclosure.</p> <p>Two separate doors will be utilized by the classes to maximize distancing.</p>



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	<p>Upon dismissal, students must leave school property in a timely fashion During the school day outdoor play time will be staggered so that only one class at a time is outdoor. <i>No plush toys permitted.</i></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	<p>We will have grade 1-4 outside first for 20 minutes at each Nutrition Break followed by the grade 4/5-8s. This allows each class to have more space and drastically reduces the total number of students out on the playground at one time. Students eat in their classrooms at their workspace area No sharing of food or beverages Each class has a designated outdoor play area (2m from other classes) on the Tarmac and the field Outdoor play spaces have been marked with pylons and spray paint Students may remove masks during outdoor play</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.</p>
Hydration Stations	<p>Water fountains have been closed. Students use Hydration Station to fill labelled water bottles. Markings to ensure physical distancing in line up.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools. <i>Please watch for future information regarding extracurriculars.</i></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. Please</p>



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	see the first and second page of this document for details on picking up your child. We will not be able to supervise students who are ill for an extended period of time. Please provide the office with updated emergency names and contact information.
Mask Rules	All students must wear a non-medical mask or face covering on school busses and in the school. Contact 905-318-3131 if 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