



Shannen Koostachin Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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www.hwdsb.on.ca/shannenkoostachin

September 2020

Dear Shannen Koostachin families,

We are excited about welcoming back students – in person and through remote learning – to the 2020-21 school year. The pandemic has brought many changes and challenges to our Shannen Koostachin community. Thank you all for keeping up with the communications coming from HWDSB and for completing important forms and surveys as required throughout the month of August. We are taking many actions to prevent COVID-19 at our school. You will notice that safety is guiding our programming choices. Here are some of the important points to remember:

Attestation

Before a student can enter a school, we require that their family completes an attestation that they have read, understood, and will abide by expectations. Find this on the [Parent Portal](#). ([Backup location](#) for forms and translations.)

Daily COVID-19 Screening

HWDSB COVID-19 Student Screening Checklist is to be completed daily before arriving at school. The checklist is found on the Parent Portal as well as on the [HWDSB website](#). If you answered YES to any of the screening questions, or if you refuse to answer the questions, the student has failed the screening and must not attend school. The family should contact Public Health (905) 974-9848 or their family doctor for testing. Please contact the school using [SafeArrival](#) to report the absence. If the student is tested for COVID-19, your school would appreciate knowing the outcome of that test.

Staggered start details

As you know, we will be opening our school with a staggered start timeline. This means that not all students will begin on the same day. Please see the chart below, note which group your child falls into, and reach out if you have more questions:

MONDAY SEPTEMBER 7	TUESDAY SEPTEMBER 8	WEDNESDAY SEPTEMBER 9	THURSDAY SEPTEMBER 10	FRIDAY SEPTEMBER 11
LABOUR DAY HOLIDAY	Staff Transition to New Assignments Remote Learning Day School Training	Staff Transition to New Assignments Remote Learning Day School Training	Students that Require Special Education Supports/Supports with Transitions and Mental Health JK Orientation Remote Learning Day School Welcome	Students that Require Special Education Supports/Supports with Transitions and Mental Health JK Orientation Remote Learning Day School Welcome
MONDAY SEPTEMBER 14	TUESDAY SEPTEMBER 15	WEDNESDAY SEPTEMBER 16	THURSDAY SEPTEMBER 17	FRIDAY SEPTEMBER 18
GROUP A Last Name Alpha A to K (approximately ½ class)	GROUP B Last Name Alpha L to Z (approximately ½ class)	ALL STUDENTS RETURN TO SCHOOL (Full Classes)	ALL STUDENTS (Full Classes)	ALL STUDENTS (Full Classes)

New routines and protocols

School operations are changing significantly to ensure that we can provide a safe learning environment for students. We are finishing school-specific protocols and expect to post these to our website in the days ahead. These will cover everything from parking lots, classroom set up, nutrition breaks, mandatory masks for students and more.

Water Bottles

Drinking fountains in all schools will be bagged and not used but water bottle filling stations will be open. Please be sure to send your child with a reusable water bottle so they stay hydrated, in addition to their non-medical mask.

Visiting Schools

This year our school must significantly limit or even prohibit visitors to school, including parents, to support a safe and healthy learning environment. We ask families to call or email our school if they need to supply information or contact a staff member. Also, it is strongly recommended that parents do not drop off items during the school day unless in cases of emergency.

Junior Kindergarten Orientation

Our new families joining us for Kindergarten will be provided an opportunity to meet their educators 'virtually' on Sept. 10 through MS Teams. On Sept. 11, all new families will be invited by their Kindergarten team for a 'touchless' 10 minute individual classroom tour. Please note that only **ONE** parent / caregiver will be permitted to attend this in person orientation. Marks required! Kindergarten educators will be reaching out on Sept. 8/9 to organize both the virtually meeting and the in person visits.

Elementary Reorganization

Due to the many families that have chosen remote learning, Shannen Koostachin will be reorganizing classes in the school. This will mean that class placements that are appearing in the parent portal are not the 2020-21 class placement. Please be patient with us as we are working hard to organize our classes with the least disruption possible to placements. This should be available the week of September 8th in the parent portal. Educators will be reaching out to families as soon as this information is finalized. With reorganization, we will be losing some of our Shannen Koostachin staff. It has been a difficult process and we are sad to hear that some of our current staff will be moving to other positions. As soon as this staffing information is finalized, we will share with the school community.

We will continue to send updates as we receive added information. Thank you for understanding the challenges of planning the new school year as we all share the commitment to a safe and successful reopening.

Please see the below Shannen Koostachin reopening plan:

Elementary School

Site Specific Plan and Routines for Parents, Guardians, Caregivers

School Name: Shannen Koostachin Elementary School

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registrations will be virtual. Parents/Guardians may contact the main office at 289-768-2755 or email shannenkoostachin@hwdsb.on.ca for support with registration.
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office at 289-768-2755 before coming to the school to speak with a staff member. Please note that we strongly recommend that you DO NOT come to the school to drop off items unless in cases of EMERGENCY. Masks must be worn by any parents/ visitors that enter on to school property at all times.

<p>Parent Communication with School</p>	<p>Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 289-768-2755 or email <i>shannenkoostachin@hwdsb.on.ca</i> to speak with a teacher, Principal or Vice Principal.</p> <p>Check our website for updates often @ https://www.hwdsb.on.ca/shannenkoostachin/ Hit subscribe and enter your email address when prompted to receive automatic updates.</p> <p><i>Follow us on Twitter @shannen_hwdsb for updates.</i></p>
<p>Bus loading and unloading</p>	<p>School buses will unload at: Front/ Marked Bus Loading Zone School buses will load at: Front/ Marked Bus Loading Zone <i>DO NOT ENTER THIS ZONE AT ENTRY OR DISMISSAL TIMES</i></p> <p>School staff will supervise loading and unloading of buses following physical distancing protocols.</p> <p>Seating plans will be developed for buses, ensuring that students are organized by family and stop locations.</p>
<p>School Parking Lot</p>	<p><u>THE SCHOOL PARKING LOT WILL BE CLOSED TO ALL FAMILIES DURING ENTRY AND DISMISSAL!</u></p> <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 park at a location near the school and walk into the playground areas.</p> <p>Parking is permitted along Bellagio Avenue as well as Keystone Crescent.</p>
<p>Entry and Exit for Students</p>	<p>All Grade 1-8 students will enter into the back playground. There are two main entrances to the back playground. The first entrance can be accessed by walking along the sidewalk by the park towards the back of the parking lot. The second entrance can be accessed off of Keystone Crescent.</p> <p>All FDK students will use the sidewalks along Bellagio Avenue to enter onto the school property and then enter the front fenced/ gated playground through gates on both sides.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up. <u>NO PARENTS WILL BE PERMITTED ON THE PLAYGROUND.</u></p>

	<p><u>All students will be lead into the school by an educator at the bell. They will also be lead out of the school at dismissal ensuring physical distancing and chortling is maintained.</u></p> <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 Gr. 1 – Grade 8 will be dismissed directly from their outdoor designated class line up location.</p> <p>FDK students will be dismissed through their designated gate off the front gated playground directly to a parent/ guardian from a FDK educator.</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.</p> <p>Students remain in their classrooms throughout the day.</p> <p>Subject specific teachers will travel to classes to provide instruction (i.e. French, Music, Art, PE, Health).</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 hooks/cubbies will ensure physical distancing.</p> <p>No shared use of hooks/cubbies will be permitted.</p> <p>Students will keep work materials at their desks/ designated work space.</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/ work spaces are forward facing.</p> <p>All required work materials are located at 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> <p>We encourage students to bring their own pencils, pencil crayons, markers, paper, pens, glue stick upon teacher request. Teachers will be in touch the week of September 8th via email to provide some guidance on required materials.</p>
<p>FDK</p>	<p>FDK students will have outdoor opportunities throughout the day in the FDK playground with their cohort. All FDK students will be assigned a work/ eating space in the classroom. All other classroom set up in FDK will be similar to above Class Set Up.</p>
<p>PE, Music, Learning Commons</p>	<p><u>Physical Education (PE)</u></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>Please come to school each day in comfortable clothing and shoes.</p> <p>There is no sharing of equipment between class cohorts.</p> <p><u>Music</u></p> <p>No use of woodwind/brass instruments.</p>

	<p>Singing takes place outdoors only. Music will take place in homerooms/ music room will not be used. <u>Learning Commons</u> Learning Commons is not used by classes/students (no book exchange).</p>
Nutrition Breaks	<p>Students eat in their classrooms at their work space area. No sharing of food or beverages. Each class has a designated outdoor play area. Outdoor play spaces have been marked with chalk, spray paint grass, and duct tape. Students may remove masks during outdoor play. FDK students will rotate use of the front playground at breaks and throughout the entire school day.</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 bottle. Markings to ensure physical distancing in line up.</p>
Clubs and Extracurricular Activities	<p>Clubs and extracurricular activities may only take place by a teacher directly connected with a class cohort. Cohorts will not be combined for extracurricular activities. No outside program providers will come in to schools.</p>
Nutrition Programs	<p>Food sales have been suspended at this time. This means we will not be selling pizza, pita or milk at this time.</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location in the office. The school office will contact parents immediately to come to the school for pick up.</p> <p><i>Staff will follow Ministry/ HWDSB protocols when a student or staff member becomes systematic while at school.</i></p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in the school. Contact Mrs. Anderson (Principal) or Mrs. Nelson (VP) if you have any concerns about your student wearing a mask/face covering.</p>

Learn more about COVID-19 precautions at HWDSB at www.hwdsb.on.ca/covid19.

Sincerely,

Mrs. J. Anderson
Principál

Mrs. T. Nelson
Vice- Principál

curiosity.

creativity.

possibility.

HWDSB