



# Shannen Koostachin Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

110 Bellagio Avenue  
Hannon, Ontario L0R 1P0  
Phone: 289.768.2755  
Fax: 905.692.9880

EMAIL: [shannenkoostachin@hwdsb.on.ca](mailto:shannenkoostachin@hwdsb.on.ca)  
Principal: Julie Anderson  
Vice-Principal: Tricia Nelson  
[www.hwdsb.on.ca/shannenkoostachin](http://www.hwdsb.on.ca/shannenkoostachin)

September 21, 2020

Dear Shannen Koostachin families,

I would like to send a big thank you too all staff, students, families and caregivers for a great start to the safe reopening of our wonderful school. It was so amazing to see the happy faces in our classrooms and on our school grounds this past week. We are thrilled to welcome you back to Shannen Koostachin. Looking ahead, I would like to share some information to help make the coming weeks run smoothly for our school community.

### **Drop off and Pick Up**

Parents, Guardians and Caregivers are asked to please wear a mask at all times as soon as you enter on to school property. In order to support the safety of all students and staff, we also ask that you **stay off of the playground**, and stay on the other side of the black fence when students are entering and/or are being dismissed from both the FDK and Grade 1-8 area. Also, when dropping off students, please use the sidewalks around the school. Walking between parked cars, between buses in the bus lane or through the parking lot pose safety issues and is not permitted. No parents will be permitted to park in the school parking lot at entry and dismissal, with the exception of families with valid accessible parking permits.

### **Safety Protocols and Cohorting**

Last week, our staff spent time supporting all students in understanding the new safety protocols for the safe reopening our school. These safety protocols included the use of cohorting both in the classroom and outside on the playground. With the enhanced safety protocols, all students must stay in their designated cohort recess area at all outside break times as well as line up in their cohorted line up spaces. As we navigate our new safety measures, it is important that you speak to your children about the importance of following these rules. If the new safety measures are ignored, we will work with you and your child to continue to educate with the possibility of progressive discipline measures. Please continue to speak to you children about the importance of the new enhanced safety protocols at school.

### **Visitors to the Office**

All HWDSB schools will be limiting traffic to school offices. To help with this, we are asking that no drop off of student materials is done during the school day unless it is an emergency. Please call us at the school or email the school's email at [shannenkoostachin@hwdsb.on.ca](mailto:shannenkoostachin@hwdsb.on.ca) for general school inquiries. Please email your child's teacher for any classroom or program related questions.

### **Ipad Return**

A reminder to those families that have returned to school and had borrowed a school ipad during the March- June school closure to please return this ipad and all the accessories ( cords, charging blocks) to the school ASAP. These ipads belong to classroom kits and are required for classroom support and instruction.



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## **Parent Permission and Information Forms**

This year, there are many forms that the school typically sends home in the 'First Week Package' that are now available electronically on the Parent Portal. Please ensure that you complete all the required forms on the parent portal for the start up package. If you are still having issues with your parent portal, please email us at [shannenkoostachin@hwdsb.on.ca](mailto:shannenkoostachin@hwdsb.on.ca) or call us at the school office for support.

## **Prevalent Medical Conditions**

Every year in HWDSB, we support many families and students that have prevalent medical conditions such as anaphylaxis, diabetes and/ or epilepsy to feel safe at school. In the next few weeks we will be reaching out to all families that currently have a medical plan in place at the school to ask for any updates. If you are new to Shannen Koostachin and your student requires a medical plan in place at the school, please email us at [shannenkoostachin@hwdsb.on.ca](mailto:shannenkoostachin@hwdsb.on.ca) asap and we will support this process for you and your family. For those families that have a current anaphylaxis plan in place, we will be asking once again, that we have **two epi-pens** at the school in order to store one with your student and one in the office.

## **Going Home at Nutrition Break**

If you have a child in Grade 6,7,8 and you wish to allow them to go home at nutrition break, please fill out the form available on your parent portal. If you are still having issues with the parent portal, please send a signed note into the office ASAP. All students must check out before leaving and in when returning through the office at nutrition breaks.

## **School Council 2020-2021**

While we await direction on what the adjusted timelines are as well as the method of meetings will be for school council for the 2020-21 school, please email [shannenkoostachin@hwdsb.on.ca](mailto:shannenkoostachin@hwdsb.on.ca) if you wish to be part of the school council this coming school year. Once we receive confirmation on process, I will send a letter out via our school website regarding the school council procedures. Stay tuned!

Just a reminder to please check our website at [www.hwdsb.on.ca/shannenkoostachin](http://www.hwdsb.on.ca/shannenkoostachin) for updated information regarding school activities and events. Once on the website, click on the subscribe tab and enter your email address on the contact page to receive automated updates when new events are added.

Sincerely,

Mrs. J. Anderson  
Principal