



## J. Addison School

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# Students Return to School Plan

The reopening of J. Addison School is guided by the following principles:

- Protecting the health and safety of students and staff;
- Follow the guidelines set out by the Ontario Ministry of Education and the Ontario Ministry of Health ;
- Provide students with some familiarity with school routines for social/emotional/academic learning;
- Provide clear expectations for staff and students during this new learning.

## Guidelines for Full Return to School Model with Enhanced Safety Measures

Staff are asked to adhere to the reopening guidelines to ensure their safety and the safety of their students.

The following expectations and procedures are in place to ensure the health safety and hygiene standards are met.

### In general:

- All movement around and within the building is to happen with the expected 2 meters distance;
- Students and staff are not to be in school if they show any symptoms of illness and must be symptom-free for 48 hours before returning;
- Students may not enter the building before their assigned arrival times;
- Students will access the building at the bell or at the staggered time. Students may not access the school before the bell;
- Staff and students will enter the building through the main entrance and head directly to their classrooms after temperature check and sanitizing their hands;
- Students will line up for dismissal and are brought outside by their teacher.

### Expectations for Students

- Students will be allowed in the building at the assigned start times;
- Students enter the building without parents at their assigned entrance door and head directly to their classroom;

- Students must sanitize hands before entering the classroom;
- Students must adhere to the 2-meter rule when entering and exiting the building;
- Students are to bring only the minimum that is needed;
- All student belongings are to be taken directly to their classroom with them as locker use will not be permitted;
- In order for these arrangements to work well, it is really important for students and parents to stick to these times and guidelines as much as possible;
- Students who arrive late must enter using the main entrance. Students need to sign in at the office and go directly to their classrooms;
- Students will not be allowed to leave the school premises during the school day without Administration approval.
- Students will be taken to the dismissal point by teachers. When parents are there to pick up their child, the student will be released by the teachers; secondary day students may leave school on their own.

## **Dropping Off/Picking-Up Students**

- Parents will arrive at the assigned staggered start time and dismissal time;
- It is very important to keep to these times to encourage social distancing;
- Parents drop off their child/ren outside of the building;
- Parents are encouraged to allow their child/ren to make the last part of the journey into school independently;
- Parents will wait in their car and will pick up their child/ren at the designated pick-up locations.

## **Entering and Exiting the Classroom**

### **BEGINNING OF THE DAY:**

- Students will bring all their belongings with them to the classroom, including their coats and bags;
- Students will place their coats on the back of their chair and their bag(s) next to them;
- Students must wash and rinse their hands thoroughly for 20 seconds;
- Once their hands are washed, they are then ready to begin the day.

### **DURING THE DAY:**

- Students must wash their hands throughout the day; this is at the beginning of the day, after recess, after using the facilities or any other time they re-enter the room or it is felt hand washing is necessary;
- Physical Education is cancelled until further notice. Teachers are encouraged to bring students outside to play in lieu of physical education while maintaining 2 metres of physical distancing.

### **END OF THE DAY:**

- Students put on their coats and place their bags on their back/shoulder;

- Students wash their hands before lining up to be taken to their exit.

## **Expectations Regarding the Usage of Materials**

### **Classrooms and the use of school materials:**

- Teachers and cleaners will maintain the sanitizing of the classrooms and materials;
- All materials must be washed daily. If they cannot be washed they must be packed away.
- All school materials stay at school; no home materials are brought to school with the exception of pencil boxes;
- Students bring their own pencil boxes from home that remain at school;
- Teachers will assign a basket of materials for every student, which may include scissors, glue, markers, workbooks, literacy and numeracy resources, manipulatives etc. Teachers will determine what needs to be included in the basket (there will be differences between Montessori, Elementary and Secondary);
- Students cannot bring personal toys to school;
- Students may not share materials.

### **Toys and manipulatives:**

- Kindergarten teachers are asked to select toys and manipulatives for their students to use during the day. These items must be easily washed in the dishwasher at the end of the day.
- All materials, toys and manipulatives to be washed after school;
- Soft toys and pillows/cushions/blankets are to be removed from the classroom;
- iPads, chromebooks, laptops, computer mouse, etc. must not be shared;
- Should be cleaned before and after use several times daily with wipes;
- Students must wash hands before and after use.

### **Other materials:**

- Promethean Board markers must be wiped down after each use;
- Class pencils/pens/scissors/glue sticks/rulers are assigned to students and used by the same student for the year;
- Other art materials i.e. paints, pastels etc. used must be cleaned and then packed away;
- No playdough/plasticine/clay is to be used unless it's included in the students' basket and no sharing occurs;
- iPads and chromebooks are not to be shared and students will be asked to wipe them before and after use.

### **CLASSROOM LIBRARIES:**

- Classrooms will not have classroom libraries and instead:
  - Kindergarten: a small selection of books will be available daily. Once a child has read the book, it is to be packed away and cleaned at the end of the day.

- Grades 1 to 8: students have their reading book/s which they keep with their other belongings. Upon completion, it is then cleaned and packed away.
- Teachers have a box of books relevant for the day which they use, clean and pack away at the end of the day.

## **Health and Safety Guidelines**

### **Emergency Learning: Health and Safety Guidelines**

#### **Sick Students:**

Students who show any signs of illness may not attend school.

We will designate a room in the school that will be used for sick students. This room will be used as an isolation room for students with symptoms. The gym may also be utilized if more space is needed.

Parents are asked NOT to send their child to school if he or she is showing any symptoms of illness and NOT to send their child/ren to school if any member of the household has symptoms of Covid-19.

Students who show signs of illness or have a temperature of 37.5 C (100 F) or higher will be sent home from school. The students will be asked to stay in a dedicated room and wear a mask while waiting for their parents to pick them up. Chairs are placed at a minimum of six feet apart. Adults are asked to wear PPE while supervising the ill students.

The office will phone a parent and/or emergency contacts to arrange the immediate pick up of their sick child. York Region Public Health will be contacted for direction for next steps. Sick students will only be allowed to return with medical documentation that they have fully recovered and are healthy.

#### **Handwashing and Hand Sanitizing:**

Students will enter school at the main entrance, one at a time, two meters apart and will remain two meters apart the entire school day.

#### **Two-meter Distance:**

- Two-meter markers will be placed throughout the school
- Students will be separated by two meters throughout the school day both in the class and when transitioning to/from recess.

#### **Cleaning of the Building:**

- Hand sanitizers will be placed inside each building entry door, outside classroom doors and in every classroom;
- Sinks have been placed in the halls for hand washing;
- High touch surfaces like banisters, door handles, light switches, elevator buttons etc. will be sanitized on a continuous basis throughout the day by cleaners;
- Toilets and sinks will be sanitized on a continuous basis throughout the day by cleaners.

## **Bathroom Procedures**

- Students are asked to wash their hands in their classroom prior to using the facilities;
- A limit of two students will access the facilities at a time;
- Markers of two meters (6 feet distance) are indicated outside the bathroom doors in order to help students with social distancing.

## **Breakfast Club, Lunch and Snack Procedures**

All Montessori students will eat snacks and lunch in their classroom. Grades 4-12 students will have tiered lunch schedules in the cafeteria and sit at designated spots.

Please follow the below guidelines:

- All students and staff wash their hands before eating breakfast, a snack and/or lunch;
- All students and staff wash their hands after eating a snack and/or lunch;
- Students sit in their designated spot for lunch. This spot should be at a two-meter distance from others;
- Custodians use the provided disinfectant to thoroughly clean the tables after students have eaten;

## **Outdoor Playtime**

Montessori and Elementary students should have at least two recesses during the day. This is imperative for their mental health and well-being. These recesses will also be used in lieu of physical education classes. We will schedule recess during the instructional time. <https://theconversation.com/kids-will-need-recess-more-than-ever-when-returning-to-school-post-coronavirus-139165>

Montessori and Elementary students go out to play with their classroom teacher and a maximum of 2 groups of students at a time. Groups of students remain separate outside.

Student Expectations for Outdoor Play:

- Students are asked to wash their hands prior to going outside to play;
- Students are expected to follow the school rules and cooperate when instructed and directed;
- Students are expected to adhere to all new procedures so the school can follow the safety guidelines;

- As per the health and safety guidelines, students must play only with their designated group of 15;
- Students who struggle to meet the new expectations will not be permitted on the playground;
- Students must maintain a two-meter distance when playing;
- Students will have access to playground equipment. This access is scheduled by group.

## Student Concerns

Staff are asked to closely monitor the emotional well-being of students in the new learning environment. Parents are also asked to share any concerns with their child's classroom teacher.

We ask you to be particularly aware of the following situations and issues:

- Reluctant students\*;
- Social/emotional concerns including new concerns because of the new learning environment and guidelines, class, friendships;
- Behaviour/disciplinary issues;
- General academic concerns;
- Late and absent students;
- Child protection issues.

\*students who are not agreeable to coming to school, who have difficulty separating from parents, who refuse to enter the building, or make excuses during the day to be sent home.

## Teaching and Learning

This is a new learning situation. Our goal is to provide students with some familiarity of school routines for social/emotional/academic learning in a school environment. Lessons will be designed to provide practice for consolidating skills and will focus on some new learning, where possible. Teachers will use teaching materials, strategies and teaching styles that are familiar to the students. The academic work for students will be as familiar and as independent as possible. Spiraling and narrowing of the curriculum is recommended in order to help reduce the learning gaps.

Please note: we may need to change our plan due to the current circumstances and revert to the hybrid model or distance learning.