# Brownell School Reopening Plan



At Brownell School every student is Known • Valued

Believed In









SASKATOON PUBLIC SCHOOLS

#### Welcome Back

Hello Brownell School Families!

We hope that you have all had a wonderful summer and have found many opportunities to spend time with your loved ones enjoying the beautiful summer we have had. We want to acknowledge that as we near the start of the 2020-21 school year, there are some wonders about the reopening of schools and how they will look and feel. This document is written to support Brownell families by answering some of your questions and providing information on the routines and procedures that will be new to you and to all of us this year.

This school year will be different than any other. Our work will be adjusted to align with the direction of the Saskatchewan Health Authority to provide safe spaces where teaching and learning can happen. The staff at Brownell have been hard at work developing plans and joyfully anticipating the return of students to our building. We have worked together to generate ideas, surface wonders, and explore possible scenarios that have allowed us to develop this plan. We want you to know that despite some uncertainties, we are very much looking forward to seeing all of our students soon! Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer. Changes will be communicated as they occur.

We will also continue to look for creative ways to stay connected to families during a time when we are asking families to avoid coming into the school unless there is a compelling reason to do so or if you have a scheduled appointment to meet with a staff member.

As families decide on the best options for their children it will take longer this year to solidify classroom groupings. We ask for patience and understanding as we respond to the enrollment numbers. We would like to assure you that we are doing our best to create groupings that meet the academic and social needs of our students.

Thank you for entrusting us with the education and care of your children!

## Parent and Caregiver Reopening Handbook

Please refer to the <u>Parent and Caregiver Reopening Handbook</u> for general information on Saskatoon Public Schools reopening plan. This parent handbook provides detailed information on many important topics including:

- Safety Precautions
- Curriculum and Assessment
- Support Services
- Food and nutrition programs
- Facilities
- Students

The guidelines of the Parent Handbook will be adhered to by our school along with elements specific to our school.

## Safety precautions

- If your child is experiencing cold or flu-like symptoms, please have them stay at home and inform the school by updating School Messenger.
- Students who experience symptoms at school will wait in the Nurses Room beside the Principal's Office until they are picked up by their guardian. Administration will supervise until they are picked up. Please ensure that your emergency contact information is up to date.

## Mask Usage:

- Grade 4-12 students are required to wear masks when appropriate physical distancing cannot be maintained.
- Masks are recommended for prekindergarten to Grade 3 students.
- Staff are required to wear masks at all times when appropriate distancing cannot be maintained.
- When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning).
- All students are required to wear masks while riding the bus.
- All visitors must wear masks.
- Saskatoon Public Schools will provide one reusable mask for each student. Additional disposable masks will be made available to students when needed and required.
- Students are welcome to bring their own masks.
- In some situations, wearing a mask may not be possible for a student. In these instances, school staff
  members will work with parents/caregivers to consider accommodations. More information can be
  found on the CDC website.
- Staff members will be provided with a reusable mask and face shield for use as needed. Staff members may also choose to use their own mask.
- More information about the proper usage of masks or face coverings is available from the <u>Public</u> Health Agency of Canada. "

#### Visitors/Parents Entrance to Building:

- Visitors/Parents should phone the front office at (306)683-7120 to make an appointment if they have a compelling reason to be entering the school.
- Visitors/Parents are **required to complete the health questionnaire** when they enter the building. The questionnaire can be access using the QR Code located on the poster on the front door of the school.
- Visitors/Parents are required to wear a mask and sanitize upon entering the school.
- A Sanitation Station is located at the front entrance for visitor and parent use.
- If you do not have a mask, one can be provided to you by our administrative assistant.



## School day schedule

Outdoor supervision will begin every day at 8:35am. Students are asked to not arrive at school before 8:35am. If possible drop off your child as close to 8:55. If your child needs to be at school prior to 8:35 they must register with the Before and After School Program.

Bell times for the 2020-2021 will remain as follows:

Morning classes	8:50 – 11:40 am
<b>Morning Recess</b>	10:35-10:50 am
Morning classes (continued)	10:50 – 11:40 am
Lunch	11:40 - 12:25 pm
Afternoon classes	12:25 – 3:10 pm
Recess	2:05-2:20 pm
Afternoon classes (continued)	2:20 – 3:10pm
Dismissal	3:10pm

#### Recess

Students at Brownell School will have 2 recesses each day. Before going outside for recess students will be supported with wiping down their workspace, sanitizing their hands, and will leave masks

# ENTRANCING & EXITING THE BUILDING

- Grades 1 will enter and exit through the front doors
- Grades 2-4 (2 classrooms) will enter and exit through the north boot room doors
- Grades 5-7( 2 classrooms) will enter and exit through the south east boot room doors from the tarmac
- Grade 7-8 will enter and exit through the north east boot room doors from the tarmac
- Preschool (9:00 11:30) will enter and exit through the north boot room doors
- Before and After School will use the north boot room doors

on to start when we go outside. Once we have gotten used to our distancing and routines we hope to move to no masks during outside times. Teachers will then take their classes out for recess one at a time to ensure that classes do not intersect in the hallways. Once outside classes will have an identified play zone specific to their grade available to them. The zone will contain no more than two classes at a time and will have plenty of space for many forms of play and recreation. Play equipment such as balls, skipping ropes etc. will be provided to each class for their use and will not be shared with students outside of the class group. Students are encouraged to bring their own equipment as long as it can be stored easily in their locker (i.e. skipping ropes, basketball, etc.). Social distancing will be monitored by recess supervisors and reminders will be given as needed.

When the bell rings each class will meet in a designated "Class Meeting Spot" outside the school. They will then be called into the school one class at a time. Upon entry students will sanitize their hands and proceed directly to their classroom. Classes will not intersect in the halls.

### Lunch

We request that students go home for lunch wherever possible. This will allow students to have a break in their day as well as provide a break from wearing a mask. Students going home for lunch will walk out of the school one class at a time and sanitize their hands before leaving. If students are walking home with siblings they need to meet their sibling at a spot outside of the school and within the supervision area.

Students who stay for lunch will eat in their classrooms at their workspace. Prior to eating the tables/ desks will we wiped down and students will wash or sanitize their hands. Sharing of food will not be permitted. Students must be able to open all lunch containers on their own to limit adult contact with food containers. No waste lunches are preferred to limit garbage in the classroom. There will no access to microwaves or school cutlery. During lunch students must remain in their seats.

After eating lunch students will exit the building for lunch recess. Once outside classes will again play in the identified play zone. The zone will contain no more than two classes at a time and will have plenty of space for many forms of play and recreation. Play equipment such as balls and skipping ropes will be provided to each class for their use and will not be shared with students outside of the class group.

When the bell rings each class will meet at their designated "Class Meeting Spot" outside the school. They will then be called into the school one class at a time. Upon entry students will sanitize their hands and proceed directly to their classroom. Classes will not intersect in the halls.

## Parking and Student drop-off/pick-up

At Brownell School we do have a bus arriving and picking up students every day at our school. Please do not park in the bus zone.

While it is acceptable for parents to pick up and drop off their child at the outdoor "Class Meeting Spots" social distancing should still be followed. This will reduce contact between students and adults. Families should establish their own pick up and drop off spot with their child away from "Class Meeting Spots". Older siblings can walk to their younger siblings "Class Meeting Spots" to pick them up. If a family has multiple siblings, pick a "Meeting Spot" close to the school to meet after dismissal.

## Registration

On Thursday August 27th staff will connect with families via telephone. During these calls staff will be welcoming families back to school, ensuring contact information is up to date and answering any questions families may have. We will also be creating a video for families to communicate our school reopening plans and allow families to see our facilities and the measures we are taking to keep students and staff safe. Please watch for this video to be posted on our <a href="mailto:Brownell School Facebook">Brownell School Facebook</a> page and our <a href="mailto:Brownell School Website">Brownell School Website</a>. This will give you a sneak peek into the changes coming to our building and our excitement to get back to learning.

## Staggered start grades 1-8

At Saskatoon Public Schools & Brownell School students are our number one priority. We want our students to be safe, healthy and excited to return to school and we want parents and caregivers to feel an equivalent amount of comfort with the reopening. In this current environment we need to practice new ways of being safe and happy at school. To this end our schools will be setting up a **STAGGERED START** so that we all have an opportunity to practice and refine our new routines and procedures with the students.

#### Rationale for staggered starts are to:

- reacquaint students with school again and to support safe return to school (as we all know they have physically been away from school since March!)
- provides greater ability to respond to students who may be feeling overwhelmed or anxious
- practice the school plans in small manageable groups
- solidify routines and procedures with students
- give you reassurance that your child is getting the teaching and tools they need to be at school safely
- not overwhelm our school by having all students at school at the same time for the first few days of school

Staggered starts will happen between September 8 - 11. There will no longer be a half day at the start of the school year when all of our students attend, as we have traditionally done. This is our current plan:

#### **Grade 1-8 Staggered Starts**

- Staggered starts will be the week of September 8 to September 11.
- All grade 1 8 students will attend TWO full days during the week of September 8-11.
- students with a last name starting with the letters A-K attend Tues, Sept. 8 & Thursday, Sept. 10
- students with a last name starting with the letters L-Z attend Wednesday, Sept. 9 & Friday, Sept. 11

#### Kindergarten specific information

- Staggered starts for kindergarten will be the week of September 8 to September 11.
- All kindergarten students will attend ONE HALF day during the week of September 8-11.
- Our Kindergarten teacher Miss Totland will be in touch this week to establish staggered start half days with you.

## Storage of student materials

Students will be asked to bring their school supplies to school during their staggered start days. Supply lists have been attached to the end of this document. Students supplies will be placed individual bins or containers that will only be accessed by the student. Supplies will not be shared. Supplies which are not needed immediately will be placed in individual student Ziplock bags and stored until needed. Supply bins will be stored in the classroom and accessed by students only after they have sanitized their hands. Personal items from home (i.e. toys) should not come to school as they cannot be stored safely.

Teachers will put in place procedures to support the use of lockers in their hallways. These procedures will limit congestion in the space and ensure that children can access their outdoor clothing. When accessing their locker all students in grades 4 to 8 MUST wear their mask. Students in K-3 will be strongly encouraged to wear their masks during this time as well. Procedures for locker use will include:

- Stagger lockers to spread out students
- Grouping students in smaller cohorts to access the lockers
- Wearing masks in the hall and hand sanitizing

## Flow of traffic through the school

Students and staff will follow "traffic rules" and always walk on the right side of the halls. Arrows have been placed on the floor throughout the school to remind students and staff of how to move around the building. This will ensure that students maintain the maximum distance possible from others as they travel from one location to the next. (from the classroom to the washroom, the classroom to the library or the classroom to the gym). Movement around the school will be limited as much as possible.

## Hygiene

#### Washrooms

Washroom access will be limited to 4 students at a time. Each student will be given a washroom pass from their classroom and will use it when they need to go to the washroom. Students will hang their pass on one of the 4 hooks outside of the washroom. If they arrive at the washroom and the hooks already hold passes, the student will wait on the social distancing circles outside of the washroom. If the washroom is at capacity

AND there is no more room in the social distancing lineup outside, the student will be asked to return to their classroom and talk with the teacher. At this point the teacher will come up with an alternate plan (ie using a different washroom, waiting etc) for the child to access the washroom.

- All sinks, toilet and urinals will be operational.
- Students in Grades 4 to 8 Must wear a mask when accessing the washrooms. Students in grades 1 to 3 are strongly encouraged to wear masks to the washroom
- Kindergarten students have access to their own washroom located in the kindergarten classroom.
- Students in grades 1 to 8 will use the washrooms located directly across from the staff room.
- The gender neutral washroom is located in the bootroom
- Gym doors to washrooms will be locked and students will have to go to the hallway and follow the lineup protocol.
- Gym change rooms will also be locked and students will be unable to change for PE classes at this time

## Hand Hygiene

- Sanitizer will be provided for all students to utilize repeatedly throughout the day. Students are also encouraged to bring their own. Please ensure that any sanitizer coming from home does not contain any nut-based oils or strong perfume scents.
- Hand washing with soap and water will also occur in the classrooms with sinks and in the washroom.

## Water Filling Stations

Two water filling stations have now been installed in our school. These stations are designed to provide access to water for our students in a safe way that limits contact. We ask that students:

- Arrive at school each day with a filled water bottle. No glass water bottles please
- Take bottles home daily for washing and filling
- Follow the distancing stickers on the floor by the filling stations and wait in line to fill their bottles. If all stickers are occupied by the station the lineup is too long, students are to go back to class and return later to fill their bottle

Please know that all water fountains have been disabled in the school. Students must bring a water bottle to access water.





## Mental Health and Social-Emotional Supports

Students who require additional support for their well-being may receive support from the school counsellor. Parents who believe this support may be necessary can reach out to their teacher or administrator to discuss this. The counsellor will work with the team to determine appropriate supports, which may include direct support and/or assisting students and families to access other services in the community.

Well-being is one of our four student goals in our school division strategic plan and at Brownell School we take your child's well-being to heart. We strive to ensure that all of our Brownell Bears feel supported mentally, physically, academically and emotionally. Opportunities to learn about and practice well-being exist across multiple curricular areas.

## **Brownell Before and After School Program**

All children will use the north outside door closest to the small gym for arrivals in the morning and to exit at the end of the day. Students can enter the building no sooner than 7:15 am and must be picked up before 6:00 pm. We have to stick to these exact opening and closing times as the caretakers need the other times to clean and not worry about kids entering the building. We are following the school COVID protocols and having no one enter the building except for the kids. We are a mixed group of grades therefore masks are mandatory. Kids should put their masks on as soon as they get out of your car. We will meet the kids as soon as they come in the door to make sure they have their masks on and that they aren't feeling ill. Please do not send your child(ren) If they have a cough, fever, runny nose.

Boys & Girls Clubs of Saskatoon are now registering kids for the Sept 8th staggered start week. To register, please contact:

Dina Fedoriuk | Before & After School Program Manager | Boys & Girls Clubs of Saskatoon

P: 306-665-1450 | F: 306-244-0089 | dina@bgcsaskatoon.com | www.bgcsaskatoon.com

105 - 135 Robin Cres. S7L 6M3



## 2020-2021 School Calendar Elementary (K-8)

August 2020								
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
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2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
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23	24	25	26	27	28	29		
30	31							

September 2020							
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	October 2020							
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	November 2020								
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	29	30							

December 2020							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	
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January 2021								
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31								

February 2021							
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28							

	March 2021									
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April 2021								
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25	26	27	28	29	30			

May 2021								
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
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16	17	18	19	20	21	22		
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June 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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20	21	22	23	24	25	26
27	28	29	30			

Stat Holidays
No school for students or teachers
All SPS facilities closed
STA Convention
PD/Operations (K-12 No students)
PD/Operations (K-8 No students)
PD/Operations (9-12 No students)
Student First/Last Day

## Brownell School Student Supply List - 2020-2021

Kindergarten						
□ 4 large dry erase markers □ 5 duo tangs (assorted colours) □ 1 pair indoor shoes; no laces □ 1 box of Kleenex □ 2 white glue □ 3 large glue sticks □ 1 scissors (labeled) □ 1 package of 24 wax crayons (each crayon labeled) □ 2 white erasers (labeled) □ 1 white glue (labeled) □ 2 glue sticks (labeled)	□ 1 change of clothes □ 1 box of 24 crayons □ 1 box of large Ziploc freezer bags (26.8 cm x 27.3 cm) □ 1 large coiled scrapbook (labeled) □ 1 pkg markers  Grade 1 □ 1 pair of ear buds or headphones (labeled) □ 1 cloth zippered pencil case (labeled) Please no plastic cases □ 40 HB pencils (each one sharpened) □ 1 box of tissue	□ 2 Hilroy exercise books (1/2 plain, 1/2 interlined) □ 1 pkg Tricondra pencils (sharpened) □ 1 Fiskar scissors □ 1 white eraser □ 1 large coiled scrapbook (labeled) □ 1 package of pencil crayons (each one sharpened) □ Two 72 page Hilroy exercise books top half plain and bottom half ruled (labeled)				
<ul><li>4 dry erase markers (each one labeled)</li><li>1 pencil sharpener (labeled)</li></ul>	☐ 1 box of 10 extra large Ziploc freezer bags (33 cm x 38.1 cm)	<ul><li>☐ Two 72 page Hilroy exercise books plain (labeled)</li><li>☐ 16 duo tangs (labeled)</li></ul>				
	Grade 2					
<ul> <li>□ 4 dry erase markers</li> <li>□ 1 pkg wax crayons</li> <li>□ 4 vinyl erasers</li> <li>□ 1 pkg washable markers (8pk)</li> <li>□ 1 pencil box</li> <li>□ 1 pkg loose leaf (150 at most)</li> </ul> □ 4 dry erase markers <ul> <li>□ 1 pkg wax crayons</li> <li>□ 4 vinyl erasers</li> <li>□ 1 pkg washable markers (8pk)</li> <li>□ 1 pencil box</li> <li>□ 1 pencil box</li> </ul> □ 1 pencil box <ul> <li>□ 2 UP</li> <li>□ 1 pkg washable markers (8pk)</li> <li>□ 1 pencil box</li> </ul>	<ul> <li>□ 40 HB pencils</li> <li>□ 1 Fiskar scissors</li> <li>□ 1 pkg sticky notes</li> <li>□ 1 pkg pencil crayons</li> <li>□ 12 duo tangs (Asst. Colours)</li> <li>□ 3 jumbo glue sticks</li> <li>□ 1 pair of ear buds</li> </ul> Grade 3 <ul> <li>□ 1 Fiskar scissors</li> <li>□ 1 pkg sticky notes</li> <li>□ 1 pkg pencil crayons</li> <li>□ 12 duo tangs (asst. colours)</li> <li>□ 3 jumbo glue sticks</li> <li>□ 1 pair of ear buds</li> </ul>	□ 2 highlighters □ 6 Hilroy notebooks (fully lined) □ 1 pencil sharpener □ 1 metric ruler □ 1 box of Kleenex □ 1 black fine sharpie marker □ 4 dry erase markers □ 6 Hilroy notebooks (fully lined) □ 1 pencil sharpener □ 1 metric ruler □ 1 box Kleenex □ 1 black marker (fine Sharpie) □ 2 highlighters				
☐ 30 HB pencils	Grade 4					
<ul> <li>1 combination lock</li> <li>1 pkg wax crayons</li> <li>8 vinyl erasers</li> <li>1 white glue</li> <li>1 pkg washable markers (12pk)</li> <li>1 pencil box</li> <li>20 HB pencils</li> </ul>	1 pkg loose leaf (100 at most) 1 pkg pencil crayons 12 duo tangs (assorted colours) 3 jumbo glue sticks 2 highlighters Ear phones 1 Fiskar scissors  Grade 5	<ul> <li>6 Hilroy notebooks (fully lined)</li> <li>1 pencil sharpener</li> <li>1 metric ruler</li> <li>2 boxes Kleenex</li> <li>1 black marker (fine Sharpie)</li> <li>1 dictionary</li> <li>Sticky notes</li> </ul>				
☐ 1 combination lock	☐ 2 red pens	☐ 8 Hilroy notebooks (fully lined				
<ul> <li>4 vinyl erasers</li> <li>1 pkg sticky notes</li> <li>1 pkg washable markers (24 pk)</li> <li>1 pencil box</li> <li>20 HB pencils</li> <li>1 Fiskar scissors</li> <li>2 pkg loose leaf</li> </ul>	☐ 1 geometry set ☐ 1 pkg pencil crayons ☐ 10 duo tangs (no repeat colours) ☐ 1 jumbo glue stick ☐ 2 highlighters ☐ 1 Dictionary ☐ 2 boxes Kleenex	7mm) (no metal coil)  1 pencil sharpener  1 metric ruler  1 fine tip Sharpie  1 medium tip Sharpie  1 USB  1 calculator				

	Grade 6	
<ul> <li>□ 1 combination lock</li> <li>□ 1 3" binder</li> <li>□ 1 zipper binder</li> <li>□ 4 vinyl erasers</li> <li>□ 1 pkg sticky notes</li> <li>□ 1 pkg washable markers (24 pk)</li> <li>□ 1 pencil box</li> <li>□ 30 HB pencils</li> <li>□ 1 Fiskar scissors</li> </ul>	Grade 6  1 pkg dividers 2 red pens 1 geometry set 1 pkg pencil crayons 5 duo tangs 1 jumbo glue stick 3 highlighters 4 pack dry erase markers Headphones/ear buds (inexpensive	<ul> <li>8 Hilroy notebooks (fully lined 7mm) (no metal coil)</li> <li>1 pencil sharpener</li> <li>1 metric ruler (metal)</li> <li>2 boxes Kleenex</li> <li>1 fine tip Sharpie</li> <li>1 medium tip Sharpie</li> <li>1 USB</li> <li>1 calculator</li> </ul>
☐ 2 pkg loose leaf	ones)	☐ 4 blue pens
☐ 1 pkg reinforcements	31163)	☐ 1 jumbo glue stick
	Grade 7	, c
<ul> <li>□ 1 combination lock</li> <li>□ 1 geometry set</li> <li>□ 4 erasers</li> <li>□ 1 scotch tape with dispenser</li> <li>□ 1 pkg washable markers (12 pk)</li> <li>□ 1 pencil box</li> <li>□ 30 HB pencils</li> <li>□ 1 Fiskar scissors</li> <li>□ 2 pkgs loose leaf</li> </ul>	□ 1 USB (optional) □ 1 pkg pencil crayons □ 5 duo tangs □ 1 jumbo glue sticks □ 3 highlighters □ 4 pack dry erase markers □ Headphones/ear buds (inexpensive ones) □ 1 zipper binder	<ul> <li>□ 4 Hilroy notebooks (fully lined)</li> <li>□ 1 pencil sharpener</li> <li>□ 1 metric ruler (metal)</li> <li>□ 3 boxes Kleenex</li> <li>□ 2 black markers (2 ended Sharpie)</li> <li>□ 1 scientific calculator</li> <li>□ 4 blue pens</li> <li>□ 1 fine tip sharpie</li> </ul>
	Grade 8	
<ul> <li>1 combination lock</li> <li>1 zipper binder</li> <li>1 geometry set</li> <li>1 3" Binder (portfolio)</li> <li>4 vinyl erasers</li> <li>1 pkg washable markers (8pk)</li> <li>20 HB or mechanical pencils</li> <li>1 Fiskar scissors</li> </ul>	<ul> <li>□ 1 USB, 4GB</li> <li>□ 1 package of page dividers</li> <li>□ 2 Black Thin Sharpies</li> <li>□ 1 pkg pencil crayons</li> <li>□ 5 duo tangs</li> <li>□ 1 jumbo glue stick</li> <li>□ 2 highlighters</li> <li>□ 1 pkg clear multi-page sheet protectors</li> </ul>	<ul> <li>1 pencil sharpener</li> <li>1 metric ruler</li> <li>2 boxes Kleenex</li> <li>2 black markers (fine Sharpie)</li> <li>1 scientific calculator</li> <li>4 blue pens</li> <li>5 Hilroy Notebooks</li> <li>2 pkgs loose leaf (400 pages/pack)</li> </ul>
□ back pack	All Students   water bottle	□ paint shirt (K-7)
☐ indoor running shoes	u water bottle	☐ 1 carabiner (locker clip)

- Please clearly label all items with your child's name.
- Please send pencils and pencil crayons sharpened and individually labeled.
- > In September, individual teachers may request additional supplies for their unique programs.
- Please follow supply list as closely as possible.
- There will be no basic school fees charged at elementary schools for the 2020-2021 school year. Throughout the school year there may be a need to request minimal amounts of money for such things as unanticipated excursions and projects. As well, special out-of-school activities may require more funds.
- ➤ No school supplies will be shared between students.

Students are welcome to bring their own personal hand sanitizer to be kept in their desk or basket. Students will still be expected to use school provided hand sanitizer upon entering and exiting classrooms.